HINDS JUNIOR COLLEGE



Discover it All!

1982-84

Closing date for material contained in this catalog was December 18, 1981. The catalog is effective June 1, 1982 through May 31, 1984.
Addenda to show catalog changes will be published periodically. It is the individual student's responsibility to obtain these addenda.

65th - 66th Annual Session

Hinds Junior College

Raymond Campus Raymond, Mississippi 39154

Jackson Branch 3925 Sunset Drive Jackson, Mississippi 39213

Vicksburg - Warren County Branch 1624 Highway 27 South Vicksburg, Mississippi 39180

1982 - 1984

Accredited by and member of Southern Association of Colleges & Schools

Accredited by Mississippi Commission on College Accreditation

Member of Mississippi Junior College Association

Member of Mississippi Association of Colleges

Member of American Association of Community and Junior Colleges

COLLEGE CALENDAR HINDS JUNIOR COLLEGE

1982 - 83

NOTE: The college calendar for the 1983-84 session will appear in a printed addendum to the catalog.

FIRST SUMMER TERM JUNE 7 - JULY 2, 1982

June 6, 1982	Residence halls open at 1:00 p.m.
June 7, 1982	Registration and fee payment
June 8, 1982	Begin day and evening class schedules

SECOND SUMMER TERM JULY 6 - JULY 30, 1982

July 6, 1982	Registration and fee payment
July 7, 1982	Begin day class schedule
July 30, 1982	End day and evening summer session

FALL SEMESTER AUGUST 16 - DECEMBER 17, 1982

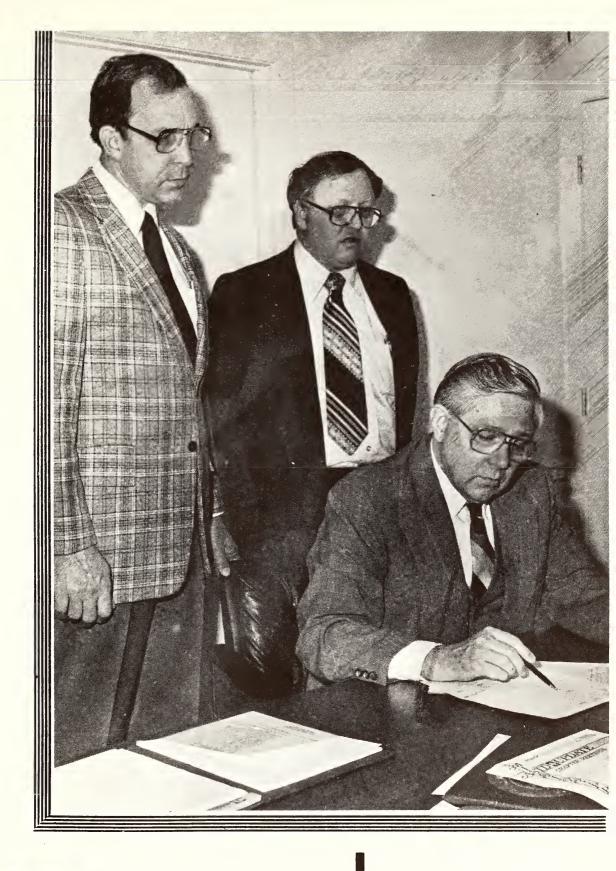
August 6, 1982	Last date for filing application for the August 17-20 registration period. All persons filing applications after this date will register from 3:00 p.m. until 6:30 p.m. on August 18.
August 13, 1982	All faculty and staff on duty for staff development activities.
August 13, 1982	General faculty meeting 8:00 a.m.
August 15, 1982	Residence halls open at 1:00 p.m.
August 16, 1982	Registration for classes and fee payment — Raymond Campus. Schedules to be announced
August 17, 1982	Registration and fee payment continue - Raymond Campus.
August 18, 1982	Registration and fee payment completed — Raymond Campus. Late registration for all persons filing applications after August 6, 1982 - 3:00 p.m. until 6:30 p.m. — Raymond Campus.
August 19, 1982	Registration for classes and fee payment — Jackson and Vicksburg Branches. Schedules to be announced.
August 20, 1982	Begin day and evening class schedule.
September 3, 1982	Last day for class schedule change without a record of performance.
September 6, 1982	Labor Day Holiday
October 15, 1982	End of first term. Grades to Admissions and Records
October 18, 1982	Beginning of second term
October 22, 1982	Last date for filing application for a degree for December 1982 graduation.
November 24, 1982	Residence halls close at 4:00 p.m. Evening classes will meet.
November 25-26, 1982	Thanksgiving Holidays
November 28, 1982	Residence halls open at 1:00 p.m.

November 29, 1982	Resume classwork
December 13, 1982	Last day of classes.
December 14, 1982	Begin fall semester examination schedule.
December 17, 1982	End fall semester examination schedule.
	Work day for faculty and staff.
	Grades due to Admissions & Records.

PRING SEMESTER	JANUARY 5 - MAY 13, 1983
December 17, 1982	Last date for filing application for the January 5 - 7 registration period. All persons filing applications after this date will register from 3:00 p.m. until 6:30 p.m. on January 6.
January 3, 1983	Residence halls open at 1:00 p.m. All faculty and staff on duty for staff development activities.
January 4, 1983	Registration for classes and fee payment — Raymond Campus. Schedules to be announced.
January 5, 1983	Registration and fee payment continue - Raymond Campus.
January 6, 1983	Registration fee payment completed — Raymond Campus. Late registration for persons filing applications after December 17, 1982 — 3:00 p.m. until 6:30 p.m. — Raymond Campus
January 7, 1983	Registration for classes and fee payment — Jackson and Vicksburg Branches. Schedules to be announced.
January 10, 1983	Begin day and evening class schedules.
January 21, 1983	Last day for class schedule changes without a record of performance
March 4, 1983	End of first term. Grades to Admissions & Records.
March 7, 1983	Beginning of second term
March 11, 1983	Residence Halls close at 4:00 p.m.
March 14-18, 1983	Spring Holidays
March 20, 1983	Residence halls open at 1:00 p.m.
March 21, 1983	Resume classwork.
March 31, 1983	Residence halls close at 4:00 p.m. Evening classes will meet.
April 1-4, 1983	Easter Holidays
April 4, 1983	Residence halls open at 1:00 p.m.
April 5, 1983	Resume classwork.
May 9, 1983	Last day of classes.
May 10, 1983	Begin spring semester examination schedule.
May 13, 1983	End spring semester examination schedule. Work day for faculty and staff. Grades to Admissions & Records.
May 15, 1983	Commencement Exercises.

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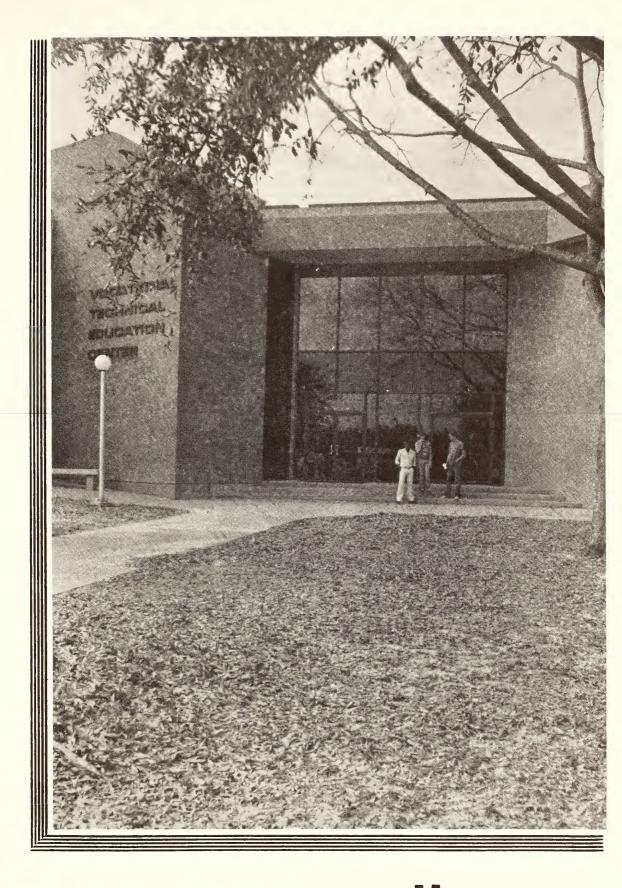
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II The College

THE COLLEGE

GENERAL PURPOSE AND AIMS

The general purpose of Hinds Junior College is to provide educational services for the people of its geographic area within the legal structure of the comprehensive community college. These services include the teaching and guiding of students who intend to transfer to senior colleges to pursue an academic degree and the teaching and guiding of career-oriented students in academic, technical, and vocational programs. These services also include providing opportunities for continuing education in academic, technical, and vocational curriculums and providing leadership in civic, economic, and cultural growth.

The specific aims of Hinds Junior College are:

- 1. To provide an environment conducive to serious study where students can learn to listen, to think, to discriminate, to reason, and to communicate effectively
- 2. To provide an environment where students can develop intellectually, socially, physically, morally, and spiritually
- 3. To provide leadership in determining and developing aptitudes and abilities of students
- 4. To provide guidance, counseling, and learning experiences which will enable students to develop economic competency
- 5. To provide opportunities for continuing education in academic, technical, and vocational courses
- 6. To provide extra-curricular activities whereby students can develop leadership potential and social confidence
- 7. To provide educational experiences whereby students may become effective citizens within the framework of a democratic society
- 8. To promote positive community relations by providing facilities, professional leadership, and services to meet specific needs

HISTORY OF HINDS JUNIOR COLLEGE

Hinds Junior College is an outgrowth of the Hinds County Agricultural High School which opened in the fall of 1917 with an enrollment of 117 and a faculty of eight. In 1922-23 the first year of college was added with thirty freshman college students enrolled, and the freshman year of high school was discontinued. In 1926-27 the second year of college work was added with an enrollment of seventy-four students. Enrollment has increased each year, with the total enrollment for the 1978-79 academic year approximately 15,000 students.

During the first year of its existence, the school was admitted to membership in the Southern Association of Colleges and Secondary Schools. In December 1928 the college department was admitted to membership in the Southern Association, permitting graduates to enter the leading senior colleges and universities of the South and have their work fully accepted. In 1942 the Mississippi Legislature recognized the necessity of organizing and supporting an additional type of educational training in the state's public junior colleges to meet wartime needs for skilled workers and to prepare for the postwar influx of young men who would need job training in specific skills; the Legislature passed a law appropriating for the public junior colleges funds to be used exclusively for vocational training. At that time Hinds Junior College organized a vocational division. As a result of studies of needs in the local area, this division has been continually upgraded through the improvement of the quality of instruction and the facilities for training and the increase in the number and the variety of programs offered.

In 1969, in keeping with the theories of progressive education, Hinds Junior College developed the Jackson Branch, a magnificent example of contemporary vocational-technical training. It evolved through the cooperative efforts of the Jackson Chamber of Commerce, the Hinds County Board of Supervisors, the State Department of Education, the Hinds Junior College Administration and Staff, and the Federal Government.

Completed and occupied in August 1975, the Vicksburg-Warren County Branch of Hinds Junior College evolved in response to an expressed need of the leaders, educators, and citizens of Warren County for new and enlarged educational and training opportunities for the youth and adults of this rapidly growing and increasingly industrialized area.

The organizational structure of the Vicksburg-Warren County Branch is unique; the regular day program involves secondary students in vocational training from the Vicksburg and Warren County School Districts, and the evening program involves post-secondary vocational technical and adult education courses. The initial instructional staff included fifteen vocational technical faculty and a director.

Hinds Junior College has had six presidents since its beginning. Their names and the terms served are as follows:

W. M. Taylor	1917-1918	
R. E. L. Sutherland	1918-1929	
G. J. Cain	1929-1938	
George M. McLendon	1938-1965	
Robert M. Mayo, Sr.	1965-1978	
Clyde Muse	1978-	

THE CAMPUSES, GROUNDS, AND BUILDINGS

Hinds Junior College presently operates three campuses: one at Raymond, one at Jackson, and one at Vicksburg.

The Raymond Campus, the original campus, has a campus and grounds totaling approximately 1,000 acres. One hundred beautifully landscaped acres make up the main campus;

there are 25 buildings: Academic Building, Administration Building, Agriculture Building, Auditorium Building, Cafeteria Building, Fine Arts Building, Walter Gibbes Hall, Home Economics Building, G. M. McLendon Library, Men's Gymnasium, Herrin-Stewart Building, Robert M. Mayo Field House, three residence halls for men (Eastside, Southside, F. M. Greaves), four residence halls for women (Main, Northside, Westside, Gertrude Davis), Science Building, Student Union Building, four vocational buildings, and Women's Physical Education Building. Open for the 1977-78 school year is an annex to the Fine Arts Building. The annex includes nine Classrooms, two suites of offices, a Little Theatre with continental seating for 179, and a Theatre Green Room/Faculty Lounge.

One-half mile from the main campus is 35-acre Raymond Lake, surrounded by picturesque grounds for picnics and other recreational activities; included is an 18-hole golf course. Additional acreage is in farmlands, pastures, woodlands, and in the John Bell Williams Airport. Farmland is used as a laboratory for experimental and practical work in all phases of agricultural training offered by the college.

Located in Northwest Jackson, the Jackson Branch is situated on thirty-one acres of scenic woodlands and is easily accessible to all points in the city. The main building includes 73,000 square feet of usable floor space and houses various types of highly complex equipment valued in excess of \$500,000. Designed in the modern tradition to create an effective teaching and studying atmosphere, lecture rooms and laboratories are equipped with the most modern furniture and training aids available.

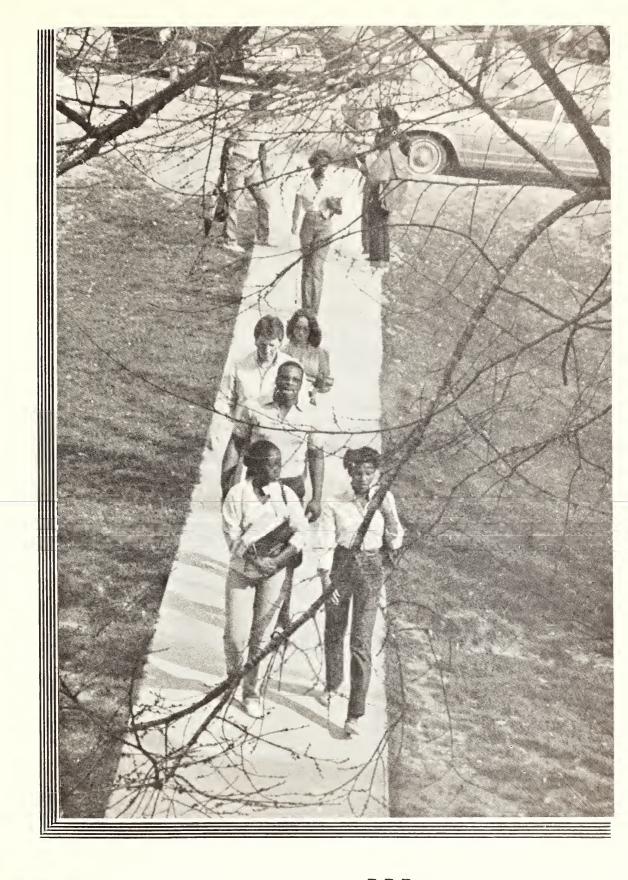
The Vicksburg-Warren County Branch is located on approximately 20 acres on Highway 27 adjacent to the city of Vicksburg. The original building includes approximately 47,500 square feet of floor space with over \$500,000 worth of equipment for instructional purposes. The main building houses classrooms, shops, and offices for administrative personnel. The airconditioned, brick and steel facility is utilized by the city and the county school systems in cooperation with Hinds Junior College.

NEW EMPHASIS ON DEVELOPMENT

Hinds is constantly changing and growing to meet the needs of the people in Hinds, Rankin, Warren, and Claiborne Counties. To help keep up with these changing needs and this tremendous growth and to help the College maintain close ties with the citizens in its district, a new administrative department, the Office of Development, was created in January 1979.

A key factor in the tremendous growth Hinds has experienced is the loyalty and support of alumni of the College. The Hinds Junior College Alumni Association was organized April 8, 1968, and has played a major role in the recent development of the school. In October 1978, the President appointed a special administrative position to the school: Director of Alumni Affairs.

On January 19,1979, the Hinds Junior College Development Foundation held its organizational meeting. The purpose of the organization is to promote high quality education at Hinds Junior College through contributions from alumni and friends of the College. Through the Hinds Junior College Development Foundation, the College will continue to seek its goal — to serve the people of the four-county district and the State of Mississippi effectively and efficiently by providing quality educational programs.





III THE STUDENTS

ADMISSIONS

ADMISSION REQUIREMENTS

NOTE: Some programs have additional requirements for admission. See specific outlines of programs of study, pages 67-124, and vocational course descriptions, pages 211-237. Veterans should see page 52.

See the general admission requirements below.

ENTERING STUDENTS

To be considered for admission to the College, a prospective student must fulfill the following:

- 1. File an application for admission in the Office of Admissions and Records,
- 2. File an official transcript from an accredited high school showing graduation date,

or

File satisfactory scores on the General Educational Development Test,

or

File an official transcript from an accredited high school showing completion of 15 high school units and a standard score of 18 on the American College Test at the first writing on a national test date,

or

Have attained the age of 16 years upon entrance or have attained the age of 18 upon completion of a training program, and file acceptable General Aptitude Test Battery scores with the Office of Admissions and Records, (vocational students only),

3. Be interviewed by a faculty member in major field department prior to being admitted. (#3 applies only to students who wish to enter a technical or vocational program.)

Veterans should refer to page 52.

RETURNING STUDENTS

Former Hinds Junior College students not in attendance the semester prior to the one to which they seek admission or those who have withdrawn during the preceding semester must file an application for admission in the Office of Admissions and Records.

TRANSFER STUDENTS

To be eligible for admission to Hinds Junior College, a transfer student must fulfill the following:

- 1. File an application for admission in the Office of Admissions and Records,
- 2. File an official transcript from the college last attended, and
- 3. Be eligible for immediate readmission to the college last attended.

Transfer students will enter Hinds Junior College with the same status as they would the college last attended.

All transfer students should have their transcript evaluated in the Office of Admissions and Records prior to registration.

TRANSIENT STUDENTS

Transfer students who wish to attend a summer session at Hinds Junior College and then reenter the college last attended the next regular session may do so by:

- 1. Filing an application for admission in the Office of Admissions and Records, and
- Filing an official transcript or letter of good standing in the Office of Admissions and Records.

Students should also secure permission from the dean of the school to which they will return to ensure that that school will accept credit earned at Hinds Junior College.

Should a transient student choose to re-enter Hinds the semester after summer enrollment, the student must file an official transcript in the Office of Admissions and Records.

FOREIGN STUDENTS

Foreign students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen and as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of post-secondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, scores on the Hinds Junior College placement tests, and proof of financial responsibility.

Applicants, both freshman and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL). Information regarding this test may be obtained by writing to TOEFL, Educational Testing Service, Princeton, New Jersey 08540.

The following materials must be in the office of counselor for foreign students at least 60 days before the beginning of the semester in which admission is desired:

- 1. Application for admission
- 2. Complete and official scholastic records
- Scores on entrance tests
- 4. Affidavit of support
- 5. TOEFL scores

Students applying for transfer from institutions in the United States must present an Immigration Form I-538 authorizing transfer from their currently approved school of attendance, signed by the appropriate school official, or a written statement from that official that such a form will be forthcoming as soon as a final admission decision has been made by Hinds Junior College. All required information must be submitted before students are permitted to enroll.

ADMISSION APPROVAL

Upon the completion of admission requirements, prospective students will be notified of their admission status and given information concerning placement tests and registration procedures. Admission approval is one of two types:

- 1. Regular - Indicates that a student has fulfilled satisfactorily all admission requirements.
- 2. Conditional - Indicates that part of the prospective student's admission requirements have not been completed and that the student has been admitted pending receipt of the necessary information. Failure to clear admission deficiencies may result in the termination of a student's enrollment. Veterans who intend to utilize G. I. benefits cannot

be admitted to the College under this status and be eligible to receive financial benefits from the G. I. Bill. See pages 52-53. Students who intend to receive any type of federal student financial aid (see page 55) cannot be admitted to the College under this status.

FRESHMAN ORIENTATION

Beginning freshmen academic and technical students will be provided with a college orientation as a part of the Discover Hinds Day programs, which are held several times during the year. Vocational students will receive their orientation during the first week of classes.

The purpose of the orientation sessions is to acquaint students with necessary information, college procedures, services, and regulations.

STUDENT ADVISERS

The Counseling Department provides course advising services for students. The initial advising session will occur before the student's first enrollment period. Thereafter, students should come to the Counseling Department for course advising during the last six weeks of each semester.

DECLARATION OF COLLEGE MAJOR FIELD OF STUDY

Each student seeking credit at Hinds Junior College will indicate an intended major field of study on the initial application for admission and will make a formal declaration of their college major during the registration process.

CHANGE OF COLLEGE MAJOR

Students who wish to change their college major after their formal declaration should come to the Counseling Department for an evaluation of previously completed course work and for course advising for the new major. Students should recognize that changing majors could result in having completed courses that will not apply to their new major. Even though students may change their major any number of times, they would be well advised to follow the procedure explained in the preceding sentences.

Veterans should be very careful in changing their major because they are allowed only one change without counseling at the V.A.

PROTECTION OF PRIVACY FOR STUDENTS AND PARENTS

Hinds Junior College abides by the Family Educational Rights and Privacy Act of 1974 (P. L. 93-380) as amended (P. L. 93-568), also known as the Buckley Amendment.

Hinds Junior College declares all their students dependent and places the responsibility on the students to prove that they are not dependent. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools and colleges attended, campus organizations which require minimum scholastic averages for membership, and organizations and/or societies awarding financial assistance (grants, scholarships, and loans): name, date of birth, address, dates of attendance, major field of study, class rank, quality point average, and the type of degree(s) granted and the date conferred.

EXPENSES

ENTRANCE FEE

Students registering for classes at Hinds Junior College will pay entrance fees according to the following schedule which is subject to change:

Academic or Technical Day Students

Twelve or more semester hours \$175.00 per semester

Less than twelve semester hours \$18.00 per semester hour

Academic or Technical Evening School

Students \$ 18.00 per semester hour

Vocational Students

3/4 and full time \$175.00 per semester 1/2 time \$88.00 per semester

Entrance fees must be paid when the student registers at the beginning of the semester. Payment is a part of registration and failure to complete this step will void the entire registration procedure for the individual.

OTHER FEES

Late Registration Fee. A late fee of \$20.00 will be charged any student who fails to register and pay fees according to the schedule for registration. An incomplete registration constitutes a late registration.

Graduation Fee. A graduation fee of \$20.00 is paid by each student who qualifies for and is awarded a diploma.

Bus Transportation. Bus transportation is available to students who are currently enrolled in a program of study on the Raymond Campus. The charge for this service is \$50.00 per semester, paid at registration.

BOOKS AND OTHER EXPENSES

The cost of books depends upon the courses that students take and the availability of secondhand books. New and used textbooks are sold in the Campus Bookstore. At the end of each session, students may resell to the Campus Bookstore textbooks usable again the next session.

Students enrolled in some programs are required to purchase uniforms, tools, and safety equipment.

Books and other expenses may total approximately \$150.00.

NON-RESIDENT TUITION

All full-time students whose parents do not reside in Mississippi will pay an out-of-state tuition fee of \$440.00 per semester, payable at registration. Out-of-country students will pay \$1240.00 per semester, payable at registration. These fees are in addition to the entrance fee of \$175.00 paid by each student who registers.

ROOM AND BOARD

Only full-time day students may request residence hall accommodations. They must select one of three plans according to the schedule below.

SCHEDULE OF PAYMENT, 1982-83

MEAL TICKET PLANS

AMOUNT

	Non-Airconditioned Residence Halls Per Semester	Airconditioned Residence Halls Per Semester
(1) Seven day, three meals a day	\$532.00	\$560.00
(2) Five day, three meals a day(Monday through Friday)	\$467.00	\$495.00
(3) Five day, two meals a day (Monday through Friday)	\$448.00	\$476.00

Room and board payments do not include books, laundry, and other items of personal expense. They do not include the room deposit required of all students living in campus residence halls. (See page 55.)

A commuting student may purchase a meal ticket for \$58.00, payment for 30 meals (Monday through Friday.)

NOTE: An increase in food prices will likely occur by the Fall 1982 session. This increase will be reflected in the price of meal tickets.

REFUND POLICIES

TUITION AND FEES

A matriculation fee of \$10.00 charged all full-time students as a part of the entrance fee is non-refundable.

Full-time academic and technical day students enrolled for one week or less will be refunded 75% of \$165.00; students enrolled longer than one week will receive no refund. Part-time academic day students, part-time technical day students, and all evening academic and technical students enrolled for one week or less will be refunded 75% of the listed rate; students enrolled longer than one week will receive no refund.

The refund policy for all vocational students, including veterans, is stated as follows:

The College will refund on a pro-rata basis the unused portion of tuition, fees, and other charges to a veteran or eligible person in the event this person fails to enter the course or withdraws from school. A student dropped for excessive absences or disciplinary reasons is not entitled to a refund.

Out-of-state tuition, payable by the semester in advance, is refunded as follows:

Students enrolled one week or less will be refunded 75% of the listed rate; students enrolled longer than one week receive no refund.

Other fees paid during the registration process, such as for auto decal and yearbook, are **not** refundable.

ROOM AND BOARD

A residence hall student who officially withdraws from the residence hall within the first two weeks of school will be refunded 75% of all room and board payment. If a student withdraws after the first two weeks, the room fee is forfeited. A student withdrawing from the residence hall during the semester may be refunded all full weeks remaining in the meal ticket period if the meal ticket is surrendered to the Business Office when the student withdraws.

PAYMENT BY CHECK

No personal checks from out-of-state students will be accepted at the Business Office or the Campus Bookstore during registration week. Cashier's checks, money orders, travelers checks, or similar negotiable instruments may be accepted in lieu of cash.

A personal check given in payment for fees, tuition, and room and board is received subject to acceptance by the bank the check is drawn on. If a personal check received by Hinds Junior College in payment for fees, tuition, or room and board is returned by the bank as nonnegotiable, the fees, tuition, or room and board become due and payable. Registration for the student issuing the non-negotiable check is incomplete. An incomplete registration will be subject to a late fee of \$20.00 to complete or may become void for a lack of payment. This means that the student who issued the non-negotiable check in payment for fees, tuition, and room and board must pay the amount of the check plus a \$20.00 late fee to remain in school. A student failing to pay the amount of the non-negotiable check plus the \$20.00 late fee when notified by the Business Office of Hinds Junior College may be dropped from all classes and checked out of school.

COLLEGE REGULATIONS

ATTENDANCE

The following policy applies to regular academic, technical and vocational programs. It does not apply to special adult or continuing education activities.

THE COLLEGE AND THE STUDENT

When a student enrolls in a course or program, he/she is expected to achieve the performance level as determined by the instructor and to attend every scheduled meeting of the class, laboratory, or supervised field experience. It is recognized that a student may occasionally need to be absent from class while representing the College at some special function or for reasons of personal emergencies. When a student or student group is participating in an official function sponsored by the College, the Dean of Student Affairs or Branch Campus Director will provide each participant with an Official Absence Notice. A student will be allowed to make up the class or laboratory work which was missed during an official absence. In addition to official absences, a student is allowed the following number of absences for personal emergencies;

- 1. Fall and spring semesters day or evening class the number of times that the class meets in one week plus one meeting, based on a full semester length course.
- 2. Summer session day class two days per term.
- 3. Summer session evening class the number of times that the class meets in one week.

A student may arrange with his/her instructor, at the discretion of the instructor, to make up class or laboratory work which was missed due to personal emergencies. If such an arrangement is made, the number of emergency absences allowed may be extended.

THE INSTRUCTOR AND THE STUDENT

All instructors will take roll at each class meeting and will maintain an attendance record on each student. All instructors will check to see that each student has a written copy of the Attendance-Withdrawal Policy and will stress the student's responsibility for reading all requirements in the College Catalog.

After the mid-point of a course through the day before final exams, an instructor may drop a student with a grade of F when the student has accumulated more than the allowed number of absences.

In such cases, the instructor will send a Drop for Excessive Absences form to the Vocational-Technical Director or Dean of Student Affairs. The student will be notified in writing by the Director or Dean of Student Affairs that he/she has been dropped from class for excessive absences. The student will have 5 days from the date of the letter to contact the instructor who may rescind the drop.

AUDITING A COURSE

A student who wishes to take a credit course for no credit must register for the course as an audit and pay the regular fee.

The audit student will receive no credit, no grade, no quality points, and may not change the course from audit back to credit. The student may in succeeding semesters take for credit any course previously audited. Audit courses will be reflected on the student's permanent record as "AU" (Audit).

The auditing of a course should not be confused with repeating a course to raise a grade.

CLASSIFICATION OF STUDENTS WHO RECEIVE CREDIT

Classification of students who receive credit at Hinds Junior College is as follows:

Freshman — a student who has earned fewer than 27 semester hours of college credit Sophomore — a student who has earned 27 or more semester hours of college credit

Full-time student — a student who is enrolled in 12 or more semester hours in a given semester or a pro-rata share thereof for less than semester length courses

Part-time student — a student who is enrolled in less than 12 semester hours in a given semester or a pro-rata share thereof for less than semester length courses

COLLEGE CREDIT BY EXAMINATION

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The College-Level Examination Program (CLEP) enables students to earn college credit-by-examination. By successfully completing CLEP tests, students may receive credit for college-level knowledge which they already possess.

Students who have not earned college-level credit in the subject or subjects in which they seek CLEP credit may earn credit within the following stipulations:

(1) A maximum of 6 hours may be earned from each group listed below.

Group #1	English Composition		1113
	English Literature American Literature		2323 2223
Group #2	Biology, General Calculus, Integral	BIO MAT	1133 1613
	Chemistry, General	CHE	1213

	College Algebra	MAT	1313
	Geology	GLY	1113
	Trigonometry	MAT	1323
Group #3	Accounting, Introduction American Government American History I American History II Business Law Principles of Economics I Educational Psychology Sociology Psychology, General	ACC PSC HIS HIS BAD ECO EDU SOC PSY	1213 1113 2213 2223 2413 2113 2543 2113 1513

- (2) A maximum of 18 hours of CLEP subject examination credit will be accepted by Hinds Junior College.
- (3) The subject examination scores must be at or above 45 total.
- (4) A student must earn 12 hours at Hinds Junior College before CLEP credit may be recorded on the student's transcript.
- (5) No grade points are granted for CLEP credit. Credits granted by CLEP scores are not used in computing grade point average.

VOCATIONAL CREDIT

By a challenge exam a student enrolled in a vocational program may receive credit for former work or study. A maximum of 50% credit, not to exceed 30 semester hours, may be earned unless prohibited by state or federal regulations.

CERTIFIED PROFESSIONAL SECRETARY

Upon obtaining the Certified Professional Secretary rating, credit may be awarded for all of the following courses that have not been previously completed or posted by transfer.

ACC 1213	Principles of Accounting I	3 hours
ACC 1223	Principles of Accounting II	3 hours
BAD 2413	Business Law	3 hours
ECO 2113	Principles of Economics	3 hours
TRS 1223	Industrial Psychology	3 hours
SSC 1123	Intermediate Typing	3 hours
SSC 1173	Business Communication	3 hours
SSC 1223	Intermediate Shorthand	3 hours
SSC 2113	Advanced Typing	3 hours
SSC 2413*	Secretarial Practice	3 hours
SSC 2713	Office Management	3 hours
TOTAL		33 hours

^{*}Credit for either SSC 2423 (Legal) or SSC 2443 (Medical) may be substituted for this course.

ADVANCE PLACEMENT

Hinds Junior College will award credit for scores of 3 or higher on the AP Examinations administered by the College Entrance Examination Board. This policy is subject to the following restrictions:

1. A student must earn academic credit from this institution before credit earned through

- AP Examination will be recorded on his permanent record. Effective September 1, 1981, the minimum residency requirement will be 12 semester hours.
- 2. The total amount of credit awarded for all non-classroom experiences is limited to 30 semester hours.
- AP credit will be for specific Hinds Junior College courses; however, the student will
 not receive a letter grade or quality points. AP credit will not be used to compute a student's quality point average.
- 4. AP credit will be awarded only in subject matter areas that are taught by Hinds Junior College.

CONDUCT

PURPOSE OF REGULATIONS

College regulations enable Hinds Junior College to operate as a public institution of higher education in a manner consistent with the ideals of the taxpayers of the four supporting counties and the State of Mississippi and to further the educational process with freedom from interferences.

STUDENT OBLIGATION

Since the entrance of the first freshman class in 1922, students of Hinds Junior College have observed rules of student conduct. A student enrolling in HJC is expected to become familiar with the policies of the College and conform to regulations for conduct as outlined by the College. Students who fail to observe these standards of conduct will be referred to the Disciplinary Committee for appropriate action.

AUTHORITY FOR ENFORCEMENT

The Dean of Student Affairs is primarily responsible for the enforcement of student discipline. This authority is delegated to the Dean of Student Affairs by the President of the College who has the ultimate responsibility for student discipline subject only to review by the Board of Trustees. The Dean of Student Affairs refers all student discipline to the Disciplinary Committee for its decision and recommendation to the President of the College.

Prosecution in civil court for a violation of law does not necessarily preclude College disciplinary action. Whether or not it is deemed appropriate and necessary for the College to take disciplinary action will be determined by the Dean of Student Affairs.

Prompt and decisive action may be taken by the Dean of Student Affairs, with the approval of the President, in extreme cases before there is an opportunity to conduct a hearing, as in cases when a student's continued presence on either the main campus or on a branch campus constitutes an immediate threat or injury to the well-being or property of members of the College community or to the property or the orderly functioning of the College. Students suspended under such conditions will receive a prompt hearing on the charges against them.

COLLEGE DISCIPLINARY COMMITTEE

The College Disciplinary Committee functions to afford fair and reasonable consideration to every student who is accused of violating one or more of the following:

A. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to officials of the College.

In situations in or outside the classroom where some degree of collaboration is permissible, it is the responsibility of the instructor to give written instructions to his/her classes, specifically stating what forms of collaboration are authorized. When procedures are not clearly understood, it is the responsibility of the student to consult with the instructor.

Cheating on any examination, quiz, or work to be completed in class, assigned work to be completed outside class; cheating on term papers; cheating on final examination; plagiarism on research or term papers; theft or attempted theft of examination questions or possession of examination questions prior to the time for examination period shall be offenses subject to the following penalties.

The penalty for commission of any offense set out above is failure in the course and possible dismissal or suspension from the College. In any case where the instructor believes that an offense has been committed, the following procedures will be observed:

The instructor will immediately inform the student, the department chairman, the Academic Dean, and the Dean of Student Affairs that the offense has been committed and the grade penalty has been imposed. If further action is deemed necessary, the Dean of Student Affairs, upon notification by the department chairman, will convene the Disciplinary Committee to conduct a formal hearing in the matter and make such recommendations to the President as it deems fit. In any case in which a student has been accused, the student may appeal to the Disciplinary Committee.

- B. Writing bad checks, altering or misusing College documents, records, or identification.
- C. Obstruction or disruption of study, teaching, administration, discipline procedures, or other College activities including public functions, or of other authorized activities on College premises.
- D. Physical abuse or flagrant disrespect to any person on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health and safety of any such person.
- E. Theft of or damage to property of the College or a member of the College community or of a campus visitor.
- F. Unauthorized entry to or use of College facilities.
- G. Violation of College policies or of campus regulations, including the registration of student organizations.
- H. Use, possession, or distribution of alcoholic beverages, barbituates, narcotics, or dangerous drugs such as marijuana and lysergic acid diethylamide (LSD).
- I. Violation of rules governing residence in College owned or controlled property, including use or possession of fireworks, firearms, air guns, and other deadly weapons.
- J. Disorderly conduct, including drunkeness, or lewd, indecent or obscene conduct or expression on College owned or controlled property or at College sponsored or supervised functions.
- K. Failure to comply with directions of College officials acting in the performance of their duties.
- L. Drunkeness.
- M. Gambling in any form.
- N. Failure to pay indebtedness to the College.
- O. Setting of, or adding to, unauthorized fires on College property

- P. Violations of traffic regulations are normally handled by the Student Traffic Appeals Board. Persistent and flagrant violations may be referred to the Disciplinary Committee for action.
- Q. Failure to have I. D. Card on one's person at all times when on College property and outside the dormitory to which the student has been assigned by the College. This also applies to other students who are domiciled elsewhere.
- R. Violations of the laws of federal, state, and local government.

INVESTIGATION

The Police Department serves as the primary investigative agent of the College on matters requiring investigation. This department is staffed with professionals who have constabulary authority under the laws of the State of Mississippi.

DISCIPLINARY PROCEDURES

Hearing Body. Except in the case of minor infractions of dormitory regulations and other infractions where the offender waives a hearing, all cases will be heard by the Disciplinary Committee unless the accused elects to waive rights to a formal hearing.

Procedure for Waiving Formal Hearing. In the event a student desires to waive his/her right to a formal hearing before the Disciplinary Committee, the student must sign and date the proper form for this procedure. After the form to waive a formal hearing has been executed, the President of the College will designate an official to handle the case and impose punishment for that particular offense.

Notification of Charges. An investigation of any reported student misconduct will be made before charges are initiated by the Dean of Students. Such charges will be referred to the Disciplinary Committee if the investigation justifies a charge.

Notification will specifically inform the student:

- 1. That he/she may bring witnesses to testify in his/her behalf at the arranged meeting;
- 2. That he/she has the right to legal counsel of his/her own choosing but that such counsel may participate only in an advisory capacity;

and

3. The names of witnesses, a brief summary of their testimony, and any evidence that the witness will present.

The procedure during a disciplinary hearing will be as follows:

- 1. The hearing will not be open to the public.
- 2. A record of all hearings will be made on a tape recorder, and the Chairman will provide a secretary to keep a written digest of the meeting. Both records will be kept by the Chairman in a secure place. Tapes of cases resulting in suspension or dismissal shall be kept on file for one year. The written record shall be destroyed after two years. Only those persons directly involved with a case may have access to the records pertaining thereto.
- 3. The hearing will be conducted in an orderly manner.
- 4. The accused will have an opportunity to be heard in his/her own defense, either by oral testimony or written affidavit. No recommendation for the imposition of sanction may be based solely upon the failure of the accused student to answer charges or to appear at the hearings. And in any event, all findings of fact and recommendations shall be based solely upon the evidence presented, and shall be based upon proof of violation of policies, rules, and regulations by the student accused.

- 5. The student accused will have the opportunity to hear and refute all testimony against him/her. Where the evidence is presented in writing, the student will have the right to see and refute such written testimony. The accused may present evidence in his/her own behalf, may reply to charges in his/her own words, and may present witnesses in his/her own behalf.
- 6. If a witness elects not to appear, an affadavit may be used.
- The burden of proofs will rest upon those bringing the charges, and all matters upon which the decision is based must be entered as evidence during the hearing. Formal rules of evidence will not be used.
- 8. The student's status at the College will not be altered pending final disciplinary action on the charges. The student's right to be present on the campus and to attend classes will not be suspended except for reasons relating to the safety and well being of himself/herself, other members of the College, or College property.

Findings and Recommendations. At the conclusion of the hearing the Disciplinary Committee will prepare in writing their findings and recommendations to the President. These findings and recommendations will be submitted to the President within 72 hours after the completion of the hearing. This time limit may be extended under unusual or extenuating circumstances, with the approval of the President.

The range of penalties is as follows:

- 1. Disciplinary probation for a specifically stated period of time.
- 2. Suspension with suspended sentence.
- 3. Suspension from the College, with sentence suspended on condition that the student will be on disciplinary probation for the remainder of his/her enrollment at the College.
- 4. Suspension from the College for a specifically stated period of time.
- 5. Suspension from the College for a specifically stated period of time; after re-entry, disciplinary probation, ranging from one semester to remainder of tenure as a student at the College.
- 6. Expulsion from the College for an indefinite period of time.

Final Authority. The President has the right to affirm or to reverse the Committee. In addition, the President shall have the right to remand the matter to the Committee for further consideration.

In the event that the President should reverse the Committee's findings, and fails to follow its recommendations, and impose his punishment, then, in such an event the President will prepare in writing reasons for doing so, and such shall become part of the record of the subject case. In addition, a copy shall be furnished the accused, the counsel for the accused, and the Chairman of the Disciplinary Committee.

Appeals. In the event a student wishes to appeal the decision of the Disciplinary Committee he/she must do so within 7 calendar days from the date of the President's order. The appeal will be made in writing to the Dean of Student Affairs and will clearly state the grounds for appealing the decision.

DEGREES AND CERTIFICATES

Hinds Junior College grants two Associate Degrees — the Associate in Arts and the Associate in Applied Science — and a Certificate of Completion in all vocational fields.

ASSOCIATE IN ARTS DEGREE. Conferred on students who complete requirements for graduation in various arts and science programs, the pre-professional programs, and programs designed for transfer from Hinds Junior College to senior colleges and universities.

ASSOCIATE IN APPLIED SCIENCE DEGREE. Conferred on students who complete requirements for graduation in the various two-year technical programs or any of the applied science fields offered at Hinds Junior College.

CERTIFICATE OF COMPLETION. Awarded to students who satisfactorily complete requirements for graduation in the various vocational programs at Hinds Junior College.

REQUIREMENTS FOR GRADUATION

A student may meet the requirements for graduation by complying with any of the following:

- 1. Select a specialized field of study and follow the curriculum which is outlined for it in this catalog.
- 2. Follow the General Program requirements for the Associate in Arts Degree, which are given on page 68 of this catalog.
- 3. Follow the general requirements for the Associate in Applied Science Degree, which are given on page 70 of this catalog.
- 4. Comply with the catalog requirements of the first two years of the specified four-year accredited college or university (named at the beginning of the semester preceding graduation) to which the student will transfer.

NOTE TO STUDENTS:

A minimum quality point average of 2.0 on ALL HOURS ATTEMPTED is required in order to graduate unless additional credit hours have been earned in excess of those specifically required for the degree. A student in this category may select the courses to be used to achieve the 2.0 minimum quality point average. (See page 49 for computation of the quality point average.)

APPLICATION FOR GRADUATION

Any student wishing to apply for a diploma or certificate and for one of the degrees conferred by Hinds Junior College must make formal application for a specific degree. Appropriate application forms are provided for this purpose in the Office of Admissions and Records. No student will be graduated and a degree awarded until all degree requirements have been met.

A student may be graduated under the requirements of the published catalog for the current session or under the graduation requirements of the published catalog for the year the student entered Hinds Junior College. Requirements, however, may not be divided between the two.

The graduation fee of \$20.00 covers the cost of diploma, cap, gown, and standard junior college scholastic hood.

FINAL EXAMINATIONS

All students are required to take examinations at the time designated on the final examination schedule. A student who is absent from a final examination and who has made no report of personal illness or other emergencies to an instructor will not be permitted to take the examination at a later date. A student who reports an emergency to an instructor before a scheduled examination will be given a grade of "I" (Incomplete). The incomplete work must be completed before the end of the ninth week of the succeeding fall or spring semester. Unless

the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent.

EXEMPTION FROM FINAL EXAMINATION

Sophomores who are actually taking a diploma are exempted from the final examination in any subject in which they have achieved an average grade of "B" or better during the final semester preceding graduation.

GRADES

Grading System

(Veterans see pages 52-53.)

Courses are graded according to the following system:

1. Used in Quality Point Average Computation

Grade	Interpretation	Quality Point Value Per Sem. Hr.
A	Excellent	4
В	Good	3
С	Average	2
D	Poor	1
F	Failure	0
1	Incomplete	0

2. Not used in Quality Point Average Computation

AU Audit
IP In Progress
W Withdrawal from Course

Continuing Education Units (CEU) are awarded for some courses. These courses are generally graded according to the following system:

Grade	Interpretation	Credit
Р	Pass	1 CEU per 10 clock hours
W	Withdrawal from Course	

NOTE:A Continuing Education Unit is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is used as a basic unit of measurement for an individual student's participation in an educational activity which does not award semester hour credit.

Continuing Education Units credit cannot be converted to semester hours credit and is not used to determine a student's quality point average.

Normally, final grades for academic and technical students are mailed to the student at the end of each semester; grades for vocational students are mailed 5 times during an academic year: once during the summer and twice during the fall and the spring semesters. However, grades may be withheld by the College for the following reasons: unpaid fees or fines, unreturned library books or audio-visual materials, incomplete admission records, or disciplinary actions.

"I": INCOMPLETE GRADES

An incomplete grade (I) is assigned if, due to personal illness or other emergencies, a stu-

dent is unable to complete required course work by the end of the semester. It is the student's responsibility to notify the instructor and to arrange with the instructor a method of completing course requirements by the end of the 9th week of the succeeding fall or spring semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent.

Note that an (I) incomplete grade and an (F) failing grade have the same effect on a student's quality point average.

"IP": IN-PROGRESS GRADES

An in-progress grade (IP) is assigned to a student who is in an independent study course and who does not complete course requirements before the end of the semester. A student who is assigned an IP grade at the end of a semester must complete course work during the following semester (excluding summer school).

QUALITY POINT AVERAGE

A quality point average is determined by dividing the total number of quality points earned by the total semester hours attempted.

For example:

ENG	1113	3	Sem. Hr. Credit	Grade A	(4 points)	=	12
MAT	1313	3	Sem. Hr. Credit	Grade B	(3 points)	=	9
HIS	1113	3	Sem. Hr. Credit	Grade C	(2 points)	=	6
BIO	1514	4	Sem. Hr. Credit	Grade B	(3 points)	=	12
HPR	1111	1	Sem. Hr. Credit	Grade B	(3 points)	=	3
Sem. Hr. A	ttpt. =	14		Total Qualit	y Points	=	42

Divide 42 quality points by 14 semester hours attempted = 3.0 quality point average.

HONOR GRADUATES

Students graduating from Hinds Junior College with a quality point average of 3.6 or above are graduated with "Special Honors." Students graduating with a quality point average of 3.2-3.5 are graduated with "Honors." The quality point average is determined by dividing the total number of quality points by the total semester hours of work attempted (hours transferred as well as hours earned at Hinds Junior College).

PROBATION

Full-Time Students

The probation status at Hinds Junior College is designed to aid students who have special needs in the areas of guidance and counseling. At the end of each fall and spring semester all full-time students who have not earned the semester hours and quality points set forth on the scale below will be placed on scholastic probation.

Regular Enrollment	Minimum Semester	Minimum Number of	
Period*	Hours Earned	Quality Points Earned	
1	9	13	
2	21	33	
3	33	58	
4	48	91	

^{*}A regular enrollment period consists of either a fall semester or a spring semester.

Part-time Students

Part-time students will be placed on scholastic probation at the end of any fall or spring semester if they fail to earn a 1.7 quality point average for the courses attempted during the semester.

All students who are placed on scholastic probation must have a counseling session with a counselor for a course prescription before they can register for the following semester. Students should schedule counseling appointments well in advance of the forthcoming registration.

EXTENDED PROBATION

Normally, the period of scholastic probation is one scholastic semester, but upon the recommendation of the counseling staff, a student's probation period may be extended for two full semesters.

SCHOLASTIC SUSPENSION

Students who have been placed on scholastic probation the previous fall or spring semester either must earn the next level of achievement or be placed on scholastic suspension for one full calendar year.

Full-time students who are suspended for scholastic reasons at the end of the second semester may gain readmission for the fall semester by earning 12 semester hours and 24 quality points during the summer session at Hinds Junior College. Part-time students who have been suspended for scholastic reasons may gain readmission by earning a 2.0 quality point average on the same number of semester hours attempted the previous semester.

ACADEMIC APPEALS

Appeals for permission to continue in school when facing scholastic suspension must be made in writing to the Admissions Committee. Each appeal will be considered on its merits. Special forms for use in making an appeal may be secured from the Office of Admissions and Records.

Veterans see pages 52-53.

REPEATING A COURSE

A student can receive semester hour credit for a course only one time. However, a student may repeat a course in which credit has been earned to attempt to better the quality of the work (raise the grade). With each such attempt the total of the SEMESTER HOURS ATTEMPTED and the total of the QUALITY POINTS will both increase, but the total of the SEMESTER HOURS CREDIT **will not** increase. That is, a quality point average includes **every** grade received. The average includes all grades received for courses repeated to raise grades.

RESIDENCY REQUIREMENTS

Transfer students must complete their last 12 semester hours in residence in order to receive a diploma from Hinds Junior College.

SEMESTER HOURS TOTAL

The usual total number of semester hours taken by a student in good standing during a regular semester is 15 to 17. The recommended maximum number for a student on scholastic probation is 14. A student taking less than 12 semester hours is classified as part-time.

Vocational students may take additional course work beyond their regular program provided the vocational adviser approves.

It is recommended that students who are engaged in outside employment in addition to attending Hinds Junior College give careful consideration to taking a reduced number of hours.

TRANSCRIPTS

Any student who has fulfilled financial obligations to the College will be furnished 2 transcripts of credits without charge. A fee of one dollar (\$1.00) will be charged for each additional copy.

VETERANS' AFFAIRS

The Director of Veterans' Affairs is available to assist all veterans, children and/or wives of veterans, and disabled veterans in making application for G. I. benefits. All academic, technical, and vocational courses are open to students in any one of the above categories, and every effort is made to facilitate admission into their choice of training program.

All veterans' programs under the G. I. Bill may be initiated in Room 202 of the Administration Building, Raymond Campus. For information, call 857-5261, Ext. 226.

Procedure:

- 1. File completed application for admission to the College. Veterans may not be given a conditional admission status and be eligible to receive G. I. Bill benefits.
- 2. File an application for veterans' benefits with the Director of Veterans' Affairs, Room 202, Administration Building, Raymond Campus.
- 3. Have an official transcript from all colleges attended prior to transferring to Hinds Junior College.

Advance Payment. To receive advance payment in time to pay fees, you must have completed the above three steps 5 weeks before fee payment day. (See Academic Calendar for fee payment dates.)

Educational work done by veterans while in active service is evaluated and credit given when possible. The recommendation of the American Council on Education in their handbook, GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES, is used as a guide for the evaluation of all military credit.

All students anticipating use of the G. I. Bill, on payment of the tuition, MUST furnish the Veterans Office with the small end of the pink receipt card with name and Social Security number on same.

DROPPING A COURSE (VETERANS)

See Withdrawal Policy stated on pages 53-54.

GRADING SYSTEM (VETERANS)

To comply with Veterans Administration standards, the College applies the following grading system for veterans who receive G. I. Bill benefits.

After the last day of the semester to change schedules without a record of performance, all courses attempted will be assigned a grade of "A," "B," "C," "D," or "F," for the purpose of computing grade point averages to determine eligibility status — good, probation, suspension — for G. I. Bill benefits. When veterans withdraw from class or are withdrawn from class for unsatisfactory class attendance, the grade earned at that time will be used to compute individual grade point averages.

PROBATION AND SUSPENSION (VETERANS)

PROBATION. Veterans who fail to earn a minimum of 12 semester hours credit or fail to maintain a minimum grade point average of 2.0 on ALL work attempted during a semester will be placed on G. I. Bill probation for one semester. Veterans who attend school three-quarter time (9-11 semester hours) must earn a minimum of 9 hours and maintain a 2.0 grade point average. Veterans who attend school half time (6-8 semester hours) must earn a minimum of 6 hours and maintain a 2.0 grade point average.

SUSPENSION. Veterans may be placed on suspension from the G. I. Bill for the following reasons:

- Being placed on academic probation as a result of not earning 9 semester hours credit and not maintaining a minimum grade point average of 1.5. (See "Academic Probation and Suspension," pages 50-51.)
- 2. Failing to earn 12 semester hours credit or failing to earn a minimum grade point average of 2.0 during a semester when under G. I. Bill probationary status. Suspension from the G. I. Bill will last for one semester. At the end of the suspension period, a veteran may reapply for G. I. Bill benefits. Prior to reapplying for G. I. Bill benefits or for readmission to the College with G. I. Bill benefits, veterans must go through counseling at the Veterans Administration Counseling Service (see #2 under "Procedure"). Proof of counseling must be submitted to the College when a veteran applies for readmission.

NOTE: Policies stated for veterans comply with Regulations 14253, 14277, 14278, Department of Veterans Benefits.

WITHDRAWAL

FROM A CLASS

By contacting the instructor, a student in a day class may withdraw from the class and receive a grade as specified below. A student in an evening class may withdraw from the class during the times indicated below by contacting the instructor or the Continuing Education Office.

- 1. Fail and spring day and evening classes, first two weeks of class, there will be no record of performance. The third week through midterm week, a class cannot be dropped except by withdrawing from school. After midterm week through the day before the start of the final exam schedule, the grade will be W if the allowed number of absences has not been exceeded; the grade will be F if the allowed number of absences has been exceeded.
- 2. Summer session day classes, first three days of class, there will be no record of performance. The fourth day through the twelfth day, a class cannot be dropped except by withdrawing from school. After the twelfth day of class through the day before the start of the final exam schedule, the grade will be W if the allowed number of absences has not been exceeded; the grade will be F if the allowed number of absences has been exceeded.
- 3. Summer session evening classes, first week of class, there will be no record of performance. Second week through the fourth week, a class cannot be dropped except by withdrawing from school. After the fourth week of class through the day before the start of the final exam schedule, the grade will be W if the allowed number of absences has not been exceeded; the grade will be F if the allowed number of absences has been exceeded.

The Dean of Student Affairs, a division chairman, or a local director, after consulting with the instructor, may approve the extension of the allowed number of absences for a student who has an extreme emergency. Appeals should be directed to the Office of Dean of Student Affairs. Students who are absent from a final exam without the approval of the instructor will receive a course grade of **F.** No class may be dropped after final exams begin.

FROM SCHOOL

To withdraw from the College at any time prior to the first day of the final exam schedule, a student (day or evening, regular semester or summer session) must contact a counselor who will initiate the withdrawal. The grade given at the time of withdrawal from the College will be **W** in all remaining classes.

STUDENT SERVICES

STUDENT COUNSELING SERVICES

The main office of the Counseling Department is located in the McLendon Library, Raymond Campus. Additional offices are maintained in the vocational-technical complexes on the Raymond Campus, the Jackson Campus, and the Vicksburg Campus.

The Counseling Department provides many services to the students. Students find that a visit to the Counseling Department is often helpful in solving the difficulties that arise in college life. Counselors are ready to help the student to select a major field of study, decide upon a vocation, or discuss personal and social adjustment problems. All counseling discussions are held in strict confidence by the counseling staff.

Another of the services offered by the Counseling Department is the administering of standardized tests. Many types of tests are available to measure aptitude, achievement, intelligence, interest, personality, and reading ability. These tests are available to any student upon request to a member of the Counseling Department. The results of all such tests are confidential and are to be used solely by the student and the counselor. Of special interest to the general program student should be the interest inventory which is designed to show a profile of the student's interest patterns. These inventories are especially beneficial to those students who are undecided about a college major.

PLACEMENT TESTS

Hinds Junior College requires beginning freshmen to complete a series of placement tests prior to registration. Students must select the test date they wish to attend by completing the test date selection form, which is part of the Discover Hinds Day material, enclosed with the application for admission.

These tests are mandatory for all students attending any campus except academic and technical students attending evening classes and transfer students from other colleges. However, students who wish to participate in evening academic and technical classes are strongly urged to complete the placement tests to avoid improper class selection.

The dates on which the placement tests will be administered are listed on the test date selection form contained in the application packet.

Vocational students will receive evaluation tests after being enrolled unless specific program requirements void this procedure.

All academic and technical day students (Raymond and Jackson campuses) will be tested at the Raymond campus on the dates listed on the test date selection form.

AMERICAN COLLEGE TEST (ACT) RESULTS

Day academic and technical students attending any Hinds Junior College campus are required to furnish the Counseling Department with a copy of their ACT results. The results of these tests will be used by the Counseling Department to provide more comprehensive guidance services.

FINANCIAL AID

A variety of financial aid programs are available for qualifying students. Specific programs are defined in a brochure available in the Financial Aid Office.

For additional information, call the Financial Aid Office at 857-5261, Ext. 223, or write Office of Financial Aid, Hinds Junior College, Raymond, MS 39154.

JOB PLACEMENT

The College provides job placement services for all students who desire employment, full or part-time, commensurate with their interests, attitudes, and abilities. The placement office coordinates job placement services which are available to all students free of charge.

The placement office is located in Room 210 of the Student Union Building. Counselors and faculty in the Vocational-Technical Division also assist their students in securing employment in the various industries.

RESIDENCE LIFE

HOUSING

Hinds Junior College provides comfortable and safe housing accommodations for students desiring to live on the Raymond Campus. Accommodations for men and women students are available for rent each semester. A security deposit of \$50.00 per student is required.

Admission to the College does not guarantee the student the reservation of a room on campus. The application for campus housing should be completed and returned to the Office of Admissions and Records with a check or money order in the amount of \$50.00 (NO CASH) payable to HINDS JUNIOR COLLEGE and must accompany the application for admission. This deposit will remain on the records in the Housing Office for the duration of a student's stay in a residence hall. The deposit will be refunded when a student checks out of the residence hall using established college procedure. Failing to check out properly or to turn in the residence hall key or causing any damages to the room or furniture will result in a forfeit of a portion or all of the \$50.00 deposit. Cancellations by students of assigned rooms must be received by the College at least 15 days prior to the first date of registration for a refund of the \$50.00 deposit. Assigned rooms either must be claimed by the end of regular registration - not by the end of late registration - or the room deposit will be forfeited and the room reassigned.

RESIDENCE HALLS

All residence halls are furnished with ample closet space, venetian blinds, desks, chairs, chests of drawers, and single beds with mattresses and mattress covers.

All residence halls for women students have inter-communication systems; a laundry equipped with washing, drying, and ironing facilities; and telephone booths.

RESIDENCE HALLS FOR WOMEN

MAIN. A two-story brick building housing 112 freshman and sophomore women students and one staff member. In this air-conditioned building each bedroom accommodates two

students and opens onto a carpeted corridor. There is a central tiled bath on each wing and a lavatory in each bedroom.

The spacious carpeted lobby provides a formal area for entertaining guests and a large game and activities area furnished with a piano and a TV set.

NORTHSIDE. A two-story brick building housing 98 freshman and sophomore women students and two staff members. The building has porches the length of the building, enclosed with solar screens of ceramic tile.

Rooms are arranged in four-bedroom suites, each complete with a foyer, large fan, ceramictiled bath, spacious cabinets and closets, circulating hot water heating, and fluorescent lights.

The lounge is located at the central entrance and is furnished with a piano, TV set, and modern furniture.

WESTSIDE. A two-story brick, L-shaped building housing 109 freshman and sophomore women students and one staff member. Each of the 26 suites has two bedrooms with connecting bath, accommodating four students. Corridors and the lounge, furnished with modern furniture, a piano, and a TV set, are carpeted.

GERTRUDE DAVIS. A five-story building housing 257 freshman and sophomore students, five student assistants, and a head resident. It is air-conditioned and each floor has a combination kitchenette and lounge over looking a court which provides natural light to all five floors. Corridors and lounges are carpeted. Tiled baths are located on each floor.

Each bedroom accommodates two students and is furnished with draperies and built-in furniture.

NEW WOMEN'S HALL (To be named and ready for occupancy for Fall, 1982) A four-story air-conditioned brick building housing 200 freshman and sophomore female students. Each floor has a carpeted lounge and central bath area. The building is staffed by 8 student assistants and one head resident. Each bedroom will accommodate two students and is furnished with built-in furniture including a study desk and chair and a chest of drawers.

RESIDENCE HALLS FOR MEN

EASTSIDE. A nine-suite, air-conditioned facility housing 140 men students. Each room is equipped with built-in beds, desks, closets, and book shelves.

SOUTHSIDE. An air-conditioned residence hall, arranged in four-bedroom units, each complete with a small foyer, ceramic-tiled bath, spacious cabinets and closets, circulating hot water heating, and fluorescent lights, housing 54 students. Rooms have venetian blinds, built-in study tables, book shelves, cabinets, and closets.

GREAVES. An air-conditioned facility for 188 men students. Each room is furnished with built-in furniture which includes beds, desks, book shelves, and storage facilities.

NEW MEN'S HALL (To be named and ready for occupancy for Fall, 1982) A four-story air-conditioned brick building housing 200 freshman and sophomore male students. Each floor has a carpeted lounge and central bath area. The building is staffed by 8 student assistants and one head resident. Each bedroom will accommodate two students and is furnished with built-in furniture including a study desk and chair and a chest of drawers.

LEARNING RESOURCES SERVICES

The Learning Resources Center at Hinds Junior College plays a vital part in the educational program at the College. The Center provides students with excellent facilities for the use of

books, periodicals, and audiovisual materials acquired to enrich and supplement the curriculum. The services offered include those associated with the traditional book-oriented library and the comparatively new multimedia concept. More than 73,000 books and 72,000 items of non-print materials are included in its collection.

The George M. McLendon Library located on the upper level of the Center receives regularly more than 650 periodicals and newspapers. The Library has been designed for study, research, and browsing. Its reading areas are joined with book stacks filled with materials that vary in type from the professional and technical to recreational and cover a wide range of interests. Special facilities include a student typing room, a special collection of equipment and materials to aid the visually handicapped, and a career center with its collection of vocational guidance materials.

The Library Catalog is comprehensive, listing print materials as well as tape and disc recordings, visual materials, synchronized multimedia presentations, combination kits, and other special materials. The Catalog reflects the holdings of the branch libraries at Jackson and Vicksburg. Students may request materials housed at any one of the Hinds libraries through the public service department.

The Department of Educational Media Services, located on the first floor of the Center, houses both hardware (equipment) and software (program) to provide mediated learning experiences that support the instructional process at Hinds Junior College. There are facilities for the in-house production of instructional materials; these facilities include photography, film production, and audio and video recording studios.

There is also a learning lab furnished with carrels and equipment to aid the individual student and electronically equipped classrooms to aid the instructor.

The Instructional Development Office is also located on the lower level of the Center. The Instructional Development Officer assists faculty in the design and development of learning units for instruction.

CAMPUS SERVICES AND SERVICE FACILITIES

(Services described are available only at the Raymond Campus unless branch services are indicated.)

BARBER SCHOOL

The Hinds Junior College Barbering Program, located in Gibbes Hall, provides service to the general public as a part of the students' training schedule. Hours for service are 9:00 a.m. to 5:00 p.m. Monday through Thursday, and 9:00 a.m. to 3:00 p.m. on Friday.

BOOKSTORE

The College Bookstore is located on the first floor of the Student Union Building. Available for purchase are textbooks, school supplies, personal necessities, and gifts. Hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday, and from 6:00 p.m. to 8:00 p.m., Monday through Thursday evenings, the first 3 weeks of each semester. Students should present their ID cards to pay by check and to sell textbooks. The Bookstore also maintains a store at the Jackson Branch.

BUSINESS OFFICE

During office hours the Business Office will cash checks not to exceed \$15.00 for residence hall students and employees of the College. Two party checks or third party checks will not be cashed. Hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

CAFETERIA

When classes are in session the College Cafeteria serves three meals each day, except Saturday and Sunday. Serving hours are as follows:

Monday - Friday			Weekend -Grill	
Breakfast	7:00 - 7:45 a.m.	Breakfast	8:00 - 10:00 a.m.	
Continental Breakfast	7:45 - 8:15 a.m.	Lunch	11:00 - 1:00 p.m.	
Lunch	11:00 - 1:15 p.m.	Dinner	4:30 - 6:00 p.m.	
Dinner	5:00 - 6:30 p.m.(MonThurs.)			

5:00 - 6:00 p.m.(Friday)

A student must present the meal ticket at each meal or pay cash for the meal. A meal ticket only be used only by the person whose name appears on it. Replacement of Meal ID is \$10.00.

GRILL

Known as the "Eagle's Nest," the grill is located on the second floor of the Student Union Building. The grill features a self-service counter for fountain drinks, ice cream, and sandwiches. In addition candy, cigarettes, and other sundries are available.

Schedule for the Grill:

Monday - Thursday	7:00 a.m 10:00 p.m.
Friday	7:00 a.m 6:00 p.m.
Saturday	8:00 a.m 6:00 p.m.
Sunday	10.00 a.m 10:00 p.m.

HEALTH SERVICES

Health services are provided by the Raymond Clinic for resident hall students on a 24-hour basis and for commuting students during the regular school day. The College provides this service to cover emergencies and extreme medical care needs and, therefore, is not responsible for recurring illnesses, such as common colds and allergies, etc.

The College is responsible for the cost of the initial office visit and for laboratory tests necessary for diagnosis. The cost of medication and of return office visits for the same illness are the responsibility of the student. The College Business Office will bill students who have received services which are not normally provided under the College policy for health care services.

Students desiring health services must receive a health service referral slip from the Office of the Dean of Student Affairs during regular office hours. Emergencies arising during other hours will be handled on an individual basis.

ID CARD

A picture identification card is issued to each full-time student as a part of the registration process during fall semester registration. Students continuing full-time enrollment for the succeeding semester (spring) will have identification card properly validated at spring semester registration.

The identification card must be surrendered to any College official upon request.

Replacement cost of the identification card is \$5.00.

The identification card must be in the student's possession at all times and serves the following purposes:

Admission to college sponsored activities and the Student Union Building.

- 2. Admission to on-campus varsity athletic events and out-of town varsity athletic events of the Mississippi Junior College Conference at student rates.
- 3. Identification at Business Office, Campus Bookstore, Campus Police Office and Campus Residence Halls.
- 4. Securing a copy of the College yearbook (EAGLE), provided payment for same is made during fall or spring registration.
- 5. Use of Raymond Lake recreational facilities and College Golf Course.
- 6. Voting in student elections.
- 7. Withdrawal of books from the College Library.

LAUNDRY

The College does not operate a general laundry, but modern washing machines and dryers are located in all of the women's residence halls and in most of the men's residence halls. They are coin operated. Ironing facilities are also located in the women's residence halls.

LOST AND FOUND

The College Police Department maintains a lost and found service. An item which is lost or found should be reported to this office.

CAMPUS POLICE DEPARTMENT

The Hinds Junior College Police Department is a full service police organization directly responsible to serving the needs of the College community, their philosophy being "To Serve and To Protect."

Although a primary responsibility is that of traffic control, the campus police department stands ready to assist in any emergency and to offer the necessary service for the protection of personal and college property and for the enforcement of college regulations and state laws.

AUTOMOBILES ON CAMPUS

Students and employees of Hinds Junior College are required to register their automobiles with the Department of Campus Security. Parking zones have been established along with other regulations. A handbook which outlines traffic and parking regulations may be secured from the Department of Student Affairs. Penalties are assessed for violation of regulations and persistent violators may be denied the privilege of operating their vehicle on campus. All vehicle registrations expire August 31 and registration fees are \$5.00

POST OFFICE

The College Post Office is located on the first floor of the Student Union Building. Students should secure a mailing address from the Postmistress. The Post Office hours are as follows:

	Fall/Spring Semesters	Summer
Monday - Friday	8:00 a.m 12:00 noon	8:00 a.m 11:00 a.m.
	1:00 p.m 3:00 p.m.	

STUDENT UNION

The Student Union houses the following services and facilities: Grill, Recreation Room, Bookstore, Post Office, Reserve Lounge, Publications offices, Meeting Room, Associated Student Body offices, Activities Director's office, and Campus Police headquarters.

STUDENT ACTIVITIES

In addition to the regular schedule for the intellectual and physical development of students as set forth in the College curriculum, a wide variety of clubs, societies, and organizations is available to students. These groups include religious, social, service, academic, and interest orientations to meet student needs. Campus organizations, managed by students under faculty guidance, afford ample opportunities for growth in character, citizenship, leadership, and social poise. The following groups are among those available to the student body:

ASSOCIATED STUDENT BODY

The Associated Student Body consists of all students enrolled in the College and serves the student body as a valid expression of its opinion. Students are encouraged to participate actively to make the governing body effective. Student government offices are located in the Student Union Building.

Executive officers of the Associated Student Body are President, Vice President, Secretary, Commuter Commissioner, Judicial Commissioner, and Elections Commissioner.

These officers are elected during spring semester. A Jackson Branch Commissioner, a Vicksburg Branch Commissioner, and Senators and Representatives are elected in September.

STUDENT ELECTIONS

The college-wide elections held throughout the year are: fall term - Homecoming Queen and Court, Class Favorites and Mr. and Miss HJC; spring term - Executive Officers of the Associated Student Body.

INTERSCHOLASTIC ATHLETICS

Hinds Junior College is a member of the Mississippi Junior College Athletic Association, a 16-college conference made up of public junior colleges. Programs are maintained in football, basketball, track, tennis, golf, and baseball. Scholarships are awarded only for football and basketball.

INTRAMURALS AND RECREATION

MEN'S INTRAMURALS

Team sports are conducted in flag football, basketball, volleyball, and softball. Teams are composed of students from residence halfs, commuters, and student organizations. Regularly enrolled students, except those students who are members of related varsity teams at Hinds, are eligible to participate in intramural sports.

WOMEN'S INTRAMURALS

Competitive team sports are conducted in tennis, flag football, volleyball, basketball, ping pong, badminton, track and field, and softball. Teams are composed of students from residence halls, commuters, and student organizations. Certificates, ribbons, and team trophies are awarded to teams and individuals participating in these sports. Regularly enrolled students, except those students who are members of related varsity teams at Hinds, are eligible to participate in intramural sports.

RECREATION CENTER

Located in the Student Union Building, the recreation center is available to students for recreational use. Table games and billiard tables are available.

COLLEGE GOLF COURSE AND RAYMOND LAKE

Hinds Junior College operates a beautiful eighteen-hole golf course and club house approximately one mile from the Raymond Campus. Raymond Lake, covering 35 acres, is available to full-time students for fishing and boating.

THE LOCKER ROOM

The Locker Room, located in the Men's Gym, serves as a center for the ASB Programming Board, intramurals, cheerleader workroom, and leisure time activities.

CHEERLEADERS

Cheerleaders assist with the promotion of college spirit. Football cheerleaders are selected in April and basketball cheerleaders are selected in October.

STUDENT ORGANIZATIONS

Civic and Service Organizations

BLACK STUDENT ASSOCIATION

The BSA was formed with the designated purpose of promoting a positive and direct relationship between the black students of Hinds Junior College and the student government as well as the administration and to promote harmony and unity among black students on campus. Membership is open to those students who have a genuine interest in the purpose for which the organization was designed.

CIRCLE "K" CLUB

The Circle "K" Club is a service organization sponsored by the North Jackson Kiwanis Club. The objectives of the club are to promote for its members good fellowship and high scholarship; to serve the College, the community, and the state; to give primacy to the human and spiritual rather than to the material values of life; and to develop within its members a high degree of serviceable citizenship. Membership in the club is based on scholarship and citizenship upon approval of the Board of Directors.

HINDS CONNECTION

The Hinds Connection, founded March, 1979, is a group of students selected to represent Hinds Junior College before the public. Duties of this group include recruiting and serving as hosts/hostesses for Hinds Junior College at various functions. Students are selected by application in fall and spring semesters. For further information contact the Office of Development.

Musical Organizations

BAND

The Eagle Concert Band and Show Band fills numerous engagements during the school year and participates in various athletic and social events both on and off the campus. The organization makes many trips including trips to out-of-town ball games, Christmas parades in surrounding cities, and Mardi Gras in New Orleans. Honor trips have been made to the Sugar Bowl, St. Louis, Buffalo, Colorado Springs, and Pasadena. In addition, the concert band performs in concert at the high schools in the Hinds Junior College district. Students interested in participating in this outstanding organization are urged to contact the director.

CHOIR

Membership in the choir is open to the entire student body by audition. From the choir, four select performing groups are chosen each year; the Concert Choir, the Girls' Ensemble, the Men's Ensemble, and the Clefs. The Concert Choir is the primary performing group of the vocal music department. On-campus activities regularly include the annual Christmas Concert, the Mississippi Junior College Choral Festival, and the Spring Concert. Off-campus concerts are given in schools within the Hinds Junior College district and churches in the area.

THE CLEFS, THE WOMENS' ENSEMBLE, AND THE MEN'S ENSEMBLE

The Clefs are the personality singing group from the Music Department and make numerous appearances other than those with the Concert Choir. Appearances have been made at the Coffee House during the Mississippi Arts Festival and at the meetings of various other organizations.

The Womens' Ensemble and Men's Ensemble are chosen by audition. They assist the choir in its performances, and also serve as a separate performing group.

Publications Organizations

THE EAGLE

The Eagle, the campus yearbook, is published annually. Persons interested in working on the staff should apply at the Public Relations Office. No experience is necessary.

Students may purchase *The Eagle* for \$12.00; all others may purchase the yearbook for \$15.00.

HINDSONIAN

A bi-monthly newspaper edited by students offers positions in reporting, in writing feature and sport stories, and editorials, and in circulation and layout work. One evening a week is required to prepare the paper for the printers. Editors and managers are chosen after staff members have demonstrated their capabilities. Interested students should apply at the Public Relations Office.

Religious Organizations

Local churches provide students with opportunities for spiritual growth. Most churches sponsor student groups which plan weekly devotional programs at the College and which are represented in other campus, community, and convention activities. These religious organizations include Baptist Student Union, Newman Club, and Wesley Foundation.

Scholastic Organization

PHI THETA KAPPA

Phi Theta Kappa, a non-secret national scholastic society for junior colleges, is composed of those students whose grades are in the upper 10 percent of the College enrollment and who receive the unqualified nomination of the faculty committee appointed to study their character and citizenship qualifications and by approval of the active members. Each year a group of PTK students attends the PTK national convention. Gamma Lambda Chapter is located at the Raymond Campus and Alpha Zeta Omega Chapter is located at the Jackson Branch.

Special Interest Organizations

AGRICULTURE CLUB

Membership in this club is open to students preparing for the various phases of agriculture or to other students interested in agriculture. At the regular monthly meetings, members may have an opportunity to hear local and other present-day leaders.

ALPHA BETA GAMMA

The primary purpose of Alpha Beta Gamma is to recognize and encourage scholarship, leadership, and service among students enrolled in business.

ALPHA KAPPA OMEGA

Alpha Kappa Omega is the local chapter of the National Criminal Justice Fraternity, Lambda Alpha Epsilon. Organized in 1974-75, the goals of the fraternity are to elevate the standards of personnel in Criminal Justice.

ART CLUB

The Art Department sponsors Alpha Rho, the local honorary art club. The membership is made up of art majors and other students making valuable contributions to the school and community by rendering valuable service in the field of art. The club sponsors trips to museums, participation in school programs, and many social activities.

COLLEGE DEMOCRATS

The purpose of the H. J. C. Chapter of the College Democrats is to stimulate college students' political thought and active interest in government affairs.

DECA CLUB

DECA identifies the program of youth activity relating to Distribution and Marketing Technology-Distributive Education Clubs of America, and is designed to develop future marketing and distribution leaders. Its purposes are to develop a respect for education in marketing and distribution which will contribute to occupational competence and to promote understanding and appreciation for the responsibilities of citizenship in our free; competitive enterprise system. Membership in this club is limited to students enrolled in Distribution and Marketing Technology.

FUTURE SECRETARIES ASSOCIATION

The Future Secretaries Association is directed by The National Secretaries Association (International). Chapters are located throughout the United States, Puerto Rico, and Canada. Its purposes are to provide association with professional secretaries and other students who have interests in common, to afford participation in thought-provoking programs developed by experienced professional secretaries and businessmen, to provide enthusiasm for a more rewarding secretarial career, to identify with the business world, and to further the desire to attain professional competence through a continuing educational program after graduation or after entering the business world. It is also a service organization that provides social interaction with students, professional secretaries, businessmen, and others in the community.

HI-STEPPERS

A precision dance and drill team, the Hi-Steppers are known throughout the South for their half-time performances at college football games. A companion group to the Hinds Parade Band, the Hi-Steppers have won acclaim at such events as New Orleans' Mardi Gras parades and balls; the National American Legion and Forty and Eight Convention in St. Louis; the

Junior Rose Bowl in Pasadena, California; the National Junior Chamber of Commerce Convention in Colorado Springs; and numerous parades, state conventions, and civic programs. The group also has performed for Congress in Washington, D. C.

Interested women students should contact the director of Hi-Steppers for auditions.

HINDS ASSOCIATION OF LEGAL STUDENTS

The Hinds Association of Legal Students exists to encourage an awareness of the importance of the basic skills necessary to do work of a legal nature and to promote a better understanding of the responsibilities involved; to acquaint students with the function of the judiciary and other departments of the court; and to sponsor workshops and seminars in the legal field. Chapters are located on the Raymond Campus and at the Jackson Branch.

LENDON PLAYERS

The Lendon Players is an organization created for students who are interested in dramatics and the theatre arts. Membership is open to anyone who wishes to join and abide by the constitution and by-laws. The purpose of the Lendon Players is to foster and develop better skills, relations, and interests in the field of drama. Club members take part in the production of campus plays.

PHI BETA LAMBDA

Phi Beta Lambda is a national organization for students in post secondary institutions enrolled in business programs. The organization operates under the guidance of business teachers, state supervisors, school administrators, and businessmen and women. The activities of PBL help prepare for business and office occupations. Members have the opportunity to compete honorably with their colleagues on the local, state, and national levels in business contests.

Epsilon Eta chapter is located at the Raymond Campus and Delta Alpha lota is located at the Jackson Branch.

SOCCER ASSOCIATION

The object of the Soccer Association is to promote the growth of soccer and to represent the association and the college.

STUDENT HOME ECONOMICS ASSOCIATION

Membership is open to college home economics students and other interested students. The purpose is to further the interest of home economics in the personal and community relationships of everyday life. The association sends representatives to state and regional conferences and is affiliated with both state and national organizations.

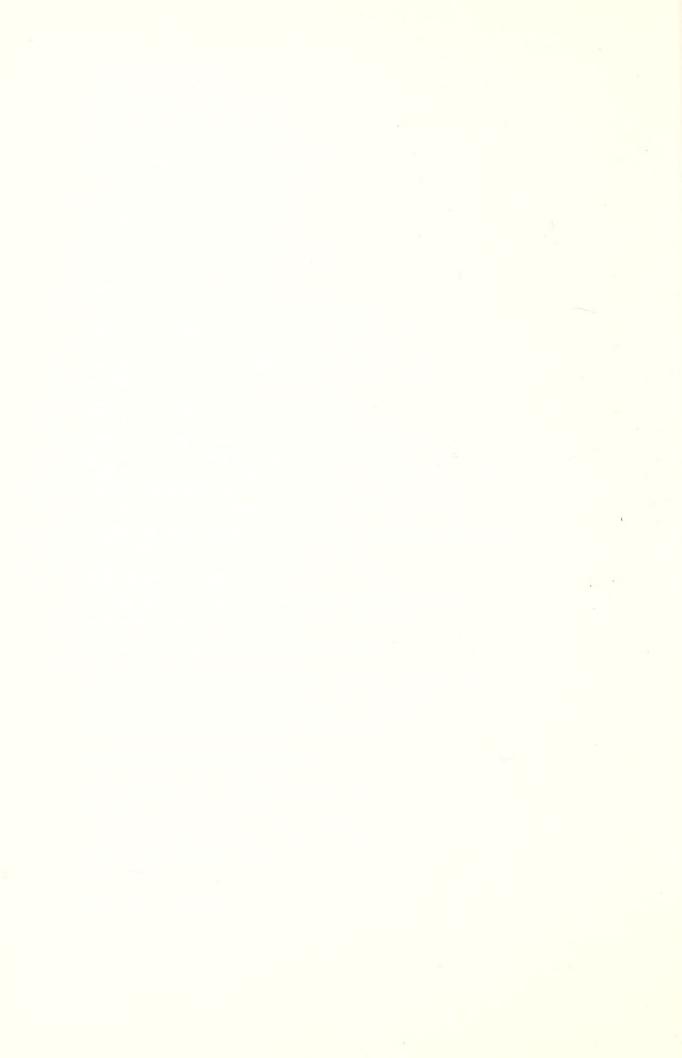
STUDENT NURSES ORGANIZATION

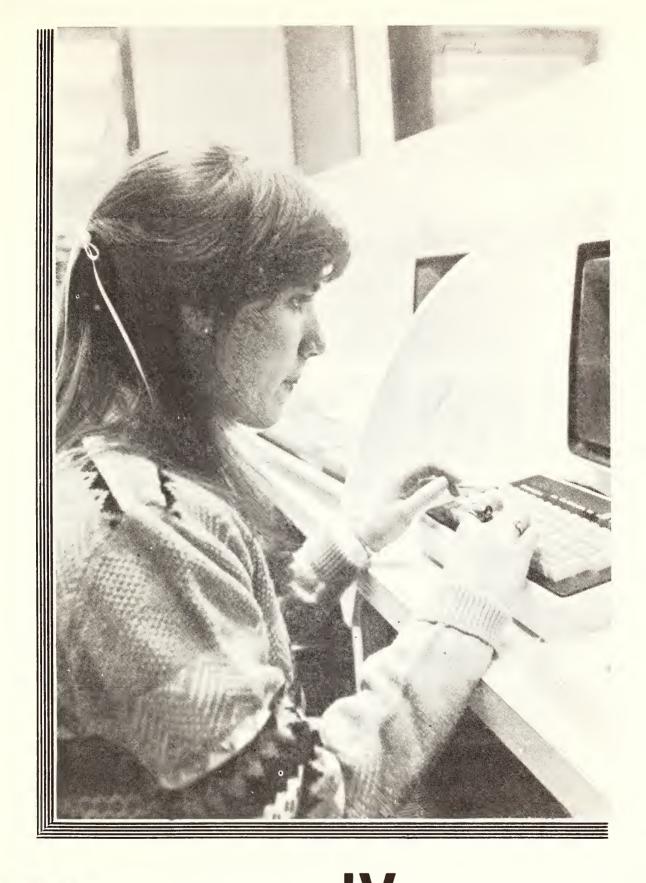
The Hinds Association of Student Nurses is a member of the Jackson District, the State, and the National Association of Student Nurses. The membership is limited to students in the Associate Degree Nursing Program. The purpose of this organization is to stimulate interest in and provide opportunity for participation in programs of the professional nursing organizations. Monthly meetings consist of talks by leaders in the health field and discussion of trends in nursing practice.

VOCATIONAL AND INDUSTRIAL CLUBS OF AMERICA

VICA is a development club to motivate and develop an enthusiasm for learning that will help

trade and industrial, technical, and health education students take their place in society. The students in VICA are afforded an opportunity to achieve a sense of accomplishment and recognition for skills and abilities through practical competitive contests on a local, state, and national level. VICA's objectives are to promote good fellowship and pride in achievement, and to serve the College, the community and the state. VICA stands for pride in America, technical excellence and individual growth. It is the foundation for new horizons for the future in vocational and technical fields. Membership is open to all vocational, technical, and health occupations students.







IV Academic and Technical Programs of Study

PROGRAMS OF STUDY

The following outlines of programs of study are for students who are scheduling work to meet requirements for graduation at Hinds Junior College and/or to enter a senior college or to enter a specialized field of work.

The lower division four-year college curriculums are designed for students who desire to transfer with junior standing to one of the four-year colleges in Mississippi. These institutions have their own procedures for admission, evaluation of transfer credit, and requirements for graduation. Therefore, students who plan to complete a four-year baccalaureate degree program should consult the latest catalog of the college in which they are interested.

The requirements for graduation from Hinds Junior College with an associate degree are given on pages 47-48 in this catalog.

ASSOCIATE IN ARTS DEGREE GENERAL PROGRAM

(Course of Study Leading to a Bachelor's Degree)

* *	English	12
* *	PE, Military Sci or March Band	2
* *	History	6
* *	Mathematics and/or Science	6
* *	Electives	38
		64

The general program is recommended for the student who has not yet decided on a field of study but wishes to receive an Associate of Arts Degree from Hinds Junior College and then transfer to a senior college to continue a program leading to a Bachelor's Degree. Electives will be selected according to the particular needs and wishes of the student and the requirements of the college to which the student expects to transfer.

^{*}A minimum of 64 hours is needed for graduation from Hinds Junior College.

^{* *} Selected with approval of program adviser.

PROGRAMS ADMINISTERED THROUGH OFFICE OF ACADEMIC DEAN

Accounting

Agriculture Architecture

Art

Graphic Design and Sign Writing

Interior Design
Political Cartoonist
Business (General)
Criminal Justice
Dental (Pre)
Education
Elementary

Secondary Engineering

Forestry Geology

Home Economics Industrial Education Industrial Technology Institutional Management - Dietetics

Journalism Law (Pre)

Medical Technology (Pre)

Music

Medicine (Pre)
Nursing Science
Pharmacy (Pre)
Physical Education
Physical Science
Public Administration

Speech

Public Addres or Speech

Communication Radio-TV-Film

Speech Pathology and Audiology

Theatre Veterinary (Pre)

TECHNICAL PROGRAMS ADMINISTERED THROUGH OFFICE OF VOCATIONAL-TECHNICAL DEAN

Agribusiness (R)

Animal Health Technology (R)

Banking and Finance Technology (J)

Child Care Development (J)

Commercial Design and Advertising (R)

Dental Assisting Technology (1 or 2 yrs) (J)

Diesel Technology (J)

Dietetic Assisting (1 or 2 yrs) (J)

Distribution and Marketing Technology (R)

Retail Management Specialty
Fashion Merchandising Specialty

Real Estate Specialty

Drafting and Design Technology (R)

Electronic Data Processing (R)

Computer Programming Option

Computer Operations Option (1 year)

Keypunch Operations Option

(1 semester)

Electronics Technology (R) Farm Management (R)

Fire Safety Technology (R)

Hotel, Motel and Restaurant

Management Technology (J)

Human Services Technology (J)

Interpreter Training for the Deaf (J)

Mechanical Technology (R)

Medical Laboratory Technology (R)
Medical Records Technology (R)

Petroleum Engineering Technology (R)

Exploration and Production Option

Land Management Option

Postal Management Technology (J)

Respiratory Therapy (R) Secretarial Science (J, R)

Secretarial Option

Administrative Assistant Option

Legal Secretarial Option

Medical Secretarial Option

Intensive Clerical Training (1 year)
Intensive Secretarial Training (1 year)

Office Management

Supervision and Management

Technology (J, R, V)

R-Raymond Branch V-Vio

V-Vicksburg Branch

J-Jackson Branch

For vocational programs of study and courses, see pages 211-237.

NOTE: Selected courses from many technical programs may be offered at any branch or campus location which has the required facilities regardless of designated location.

ASSOCIATE IN APPLIED SCIENCE DEGREE FOR TWO-YEAR TECHNICAL STUDENTS

English	6
Mathematics and/or Science	6
Social Science	3
Specified Applied Science Field	24
Electives	23
PE, Military Sci or March Band	2
	64*

Technical students following the program of study listed above will be eligible for the AAS degree but will not automatically receive a certificate of completion in a particular field of study.

COOPERATIVE EDUCATION

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the-job experience outside of the formal classroom environment. The student combines periods of college with work periods, working in business, industry, social services and private agencies. These work periods are an integral part of the student's education and are arranged with the employers by Hinds Junior College. Hinds Junior College exercises supervision and control over the student's activities at the establishment to insure a comprehensive training experience.

Two approaches are available for Cooperative Education: the alternating plan and the parallel plan. The alternating plan provides for a semester of fulltime (12 hours or more) study followed by a semester of full-time employment (40 hour work week) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of the day. Under the parallel plan, students must work a minimum of 15 hours a week. (Veterans must enroll for a minimum of 6 hours and work a minimum of 20 hours a week under this plan to receive veterans' benefits.) UNDER BOTH PLANS, A MINIMUM OF TWO WORK SEMESTERS IS REQUIRED.

Students must complete a minimum of one semester maintaining a grade point average of 2.0 or better to qualify for this program. The course credit earned for the Cooperative Education work experience can be used toward graduation from Hinds Junior College.

The program is coordinated through the Office of Cooperative Education and Placement. (See "Cooperative Education" under course descriptions.)

TRANSFER-OPTION ACCOUNTING

Freshman

ACC	1213, 1223	Principles of Accounting I & II	6
ENG	1113, 1123	English Composition I & II	6
* *		PE, Military Sci or March Band	2
ECO	2113, 2123	Principles of Economics I & II	6
BAD	2413	Business Law I	3
SPT	1113	Oral Communications	3

^{*}A minimum of 64 hours is needed for graduation from Hinds Junior College.

^{* *}Selected with approval of program adviser

MAT **	1313	College Algebra	3 3 32
		Sophomore	
BAD *BAD *EDP *BAD *BAD *ACC *ACC *ACC	2323 2513 1013 2613 2213 2213 2223 2313 2413	Business Statistics Principles of Management Introduction to Data Processing Principles of Finance Principles of Marketing Intermediate Accounting I Intermediate Accounting II Cost Accounting Income Tax Accounting	3 3 3 3 3 3 3
* *		Electives	6
		A ODIOUI TUDE	33
		AGRICULTURE	
		(Transfer Programs)	
		Freshman	
BIO CHE CHE ENG * *	1314 1311, 1321 1313, 1323 1113, 1123	Botany I Principles of Chemistry Laboratory Principles of Chemistry English Composition I & II Mathematics Agriculture, Business, Science and	4 2 6 6 3 or 6
		other appropriate electives	6 to 12
			27 to 36
		Sophomore	
SPT ** **	1113	Oral Communication	3 6 21 to 25 *30 to 34

The program of study listed above is to be used only as a guide along with the catalog of the college to which the student wishes to transfer. The student and an adviser will select the appropriate courses to fullfill the first two years of work in a selected field and also meet requirements for graduation from Hinds Junior College.

Students may meet the requirements for the first two years of college work in any of the fields of study by counseling with an adviser and following the catalog of the school to which they intend to transfer. Fields of study include:

- *This course may not be accepted by senior institutions for transfer credit.
- * *Selected with approval of program adviser
- ***A minimum of 64 hours is needed for graduation from Hinds Junior College.

The Programs of Study

Agricultural Economics
Agricultural and Extension Education
Agricultural & Biological Engineering
Agronomy
Animal Science
Dairy Science
Entomology

General Agriculture
Horticulture
Plant Pathology & Weed Science
Poultry Science
Turfgrass Management
Food Science and Technology

AGRICULTURE

(Two-Year Programs)

These programs are designed to give specialized training in certain fields of agriculture. They should interest students who want to return to their home farms or who would like to work as technicians in some agriculture field. They are also ideally suited to those students who want to attend college for two years only, learn an occupation, and then enter the work field. They are especially recommended for students who do not have some agricultural background, yet who would like to pursue a future in some agriculture field.

Programs are planned so that students will spend part of their time in class activity and part in the laboratory in their chosen field. Special emphasis is given to management problems as they relate to the various fields of agriculture.

AGRIBUSINESS

Freshman

Fall

		• •	
* *		Mathematics	3 3
ENG	1113	English Composition I	3
* *		History	3
TAG	2534	Agricultural Sales and Supplies	4
			16
		Spring	
AGR	1313	Plant Science	3
ENG	1123	English Composition II	3
SPT	1113	Oral Communication	3
TAG	2134	Agribusiness Management Procedures &	
		Records	4
TAG	2443	Agricultural Chemicals & Pest Control	3
			16
		Sophomore	
		Fall	
ACC	1213	Accounting I	3
AGR	1214	Animal Science	4
BAD	2413	Business Law	3

^{* *}Selected with approval of program adviser

* *		Elective	3
TAG	2123	Agribusiness Human Relations	3
TAG	2433	Agribusiness Marketing Techniques	3
			19
		Spring	
AGR	1413	Farm Machinery	3
AGR	2713	Principles of Agricultural Economics	3
* *		Elective	3
PHY	2213 or 2223	Physical Science Survey	3
TAG	2153	Agribusiness Advertising & Display	3
			15

Approved Electives

ACC	1223	Accounting II	ECO	2113	Principles of Economics I
AGR	2223	Feeds and Feeding	ECO	2123	Principles of Economics II
AGR	2234	Meats Processing	TAG	1622	Farm Facilities
AGR	2253	Livestock Judging	TAG	1714	Parasites and Diseases of
AGR	2314	Basic Soils			Farm Animals
CHE	1313	Principles of Chemistry I	TAG	2514	Beef Cattle Management I
ECO	1133	Consumer Economics	TAG	2614	Swine Management
			TAG	2732	Farm Pastures

ANIMAL TECHNICIAN

Freshman

Fall

AGR ENG TAG TAG	1214 1113 1464 2114	Animal Science	4 3 4 4 3
			18
		Spring	
ENG	1123	English Composition II	3
TAG	1453	Animal Restraint & Medication	3
* *		Chemistry	4
TAG	2124	Veterinary Clinical Pathology II	4
TAG	1442	Veterinary Medical Terminology	2
			16
		Summer	
TAG	1516	Clinical Experience I	6

^{* *}Selected with approval of program adviser

Sophomore

Fall

		T GII	
TAG	2166	Veterinary Operating Room Techniques	6
TAG	1714	Parasites & Disease of Farm Animals	4
* *		Accounting	3
BIO	2924	Microbiology	4
			17
		Spring	
TAG	2466	Clinical & Hospital Techniques	6
* *		Social Science	3
* *		Electives	6
			15

All students must achieve a minimum grade of C on each Animal Technician course to qualify for graduation from the program.

FARM MANAGEMENT

Freshman

ENG * * * *	1113, 1123	English Composition I & II Mathematics Social Studies	3 3
* *		Agriculture (AGR or TAG)	21
			33
		Sophomore	
SPT	1113	Oral Communication	3
* *		Science	3
* *		Agriculture (AGR or TAG)	28
			34

ARCHITECTURE

^{*}Deficiency Courses. For those without sufficient background for Calculus I. MAT 1346 may be substituted for MAT 1313 and MAT 1323.

^{* *}Selected with approval of program adviser

Set Design (TV and Theatre)

Industrial Design

* *		PE, Military Sci or March Band	2
SOC	2113	Introduction to Sociology	3
* *		Elective (if desired or needed)	3
			35
		Sophomore	
ENG	2323, 2333	English Literature I & II	6
MAT	1623, 2613	Calculus II & III	6
PHY	2414, 2424	General Physics I & II	8
PSY	1513	General Psychology I	3
ECO	2113	Principles of Economics I	3
HIS	1113, 1123	Western Civilization I & II	6
* *		Elective (if desired or needed)	3
			35

ART

A general course of study in Art leading to the AA Degree in Art and preparing the student for continued study for advanced degrees in the following fields:

Fashion Design

Illustrator

Painting	· -	Advertising	Museum and Art Gallery
Crafts		Landscape Design	Management
Pottery a	nd related fields	Cartooning	Printmaking
		Freshman	
ENG	1113 or 1213		
	1123 or 1223	English Composition I & II	6
HIS	1113, 1123	Western Civilization I & II	6
* *		PE, Military Sci, or Marchin	g Band 2
* *		Language or Laboratory Sc	_
ART	1313, 1323	Drawing I & II	
ART	1413, 1423	Design I & II	
ART	1113	Understanding the Visual A	
		or	
* * ART	1213	Art Survey	3
		, , , , ,	
			35 or 37
		Sophomore	
ENG	2323 or 2353		
	2333 or 2363	English Literature I & II	6
PSY	1513	General Psychology I	
		or	
SOC	2113	Introduction to Sociology	
SPT	1113	Oral Communications	
-			

^{* *} Selected with approval of program adviser

Art Education (Teaching)

Sculpture

The Programs of Study

HPR	1213	Personal and Community Health	3
ART	2513 or 2523		
	or 2533	Painting I, II, or III	6
ART	2713	Art History I	
		or	
ART	2723	Art History II	3
* *		Electives	6
			30

GRAPHIC DESIGN AND SIGN WRITING

A course of study leading to the AA Degree in Art with major emphasis on outdoor advertising techniques and sign writing. Upon completion of this course of study the student will have an understanding of small business operation as well as the ability to render super graphics for outdoor displays and will have developed sign writing skills.

First Year			
ART	1113	Understanding the Visual Arts or	
ART	1213	Art Survey	3
ART	1313, 1323	Drawing I & Il	6
ART	2373	Sign Writing	3
* * DMT	2143	Advertising	3
HPR	1213	Personal and Community Health	3
* *		PE, Military Sci or March Band	1
ENG	1113 or 1213		
	1123 or 1223	English Composition I & II	6
HIS	1113, 1123	Western Civilization I & II	6
			31
		Second Year	
* *		DE Military Cai or March Bond	4
PSY	1513	PE, Military Sci or March Band	1
P31	1513	General Psychology	
SOC	2113	Or Introduction to Socialogy	3
* ART		Introduction to Sociology	ა 6
ART	1413,1423 2913	Design I & II	3
ART	2333	Special Studio	3
SPT	1113	Oral Communications	3
ART	2713	Art History I	3
Anı	2/13	Or	
ART	2723	Art History II	3
BAD	2413	Business Law I	3
MAT	1753	Liberal Arts Mathematics	3
**	., 55	Electives	6
			34

^{*}Instructor to provide special units.

^{* *}Selected with approval of program adviser

INTERIOR DESIGN

A course of study leading to the AA Degree in Art with a major emphasis in Interior Design. The student will have a working knowledge for decorating space for living and will be able to create environments of functional space for specific purposes for both domestic and professional areas.

areas.			
		Freshman	
Art	1113	Understanding the Visual Arts or	
ART ART *ART **DMT ENG	1213 1313, 1323 1413, 1423 2213 1113 or 1213	Art Survey Drawing I & II Design I & II Marketing	3 6 6 3
HIS ** HPR	1123 or 1223 1113, 1123 1213	English Composition I & II Western Civilization I & II PE, Military Sci or March Band Personal and Community Health	6 6 1 3
			34
		Sophomore	
**CDA **CDA ART	1133 1123 2713	Photography	3 3
ART ART ** PSY	2723 2913 1513	or Art History II Special Studio PE, Military Sci or March Band General Psychology I or	3 3 1
SOC **DMT **	2113 2123	Introduction to Sociology Textiles Electives	3 3 9 31
			•

(POLITICAL) CARTOONIST

A course of study leading to the AA Degree in Art with emphasis on editorial and political cartoon drawing and courtroom sketching. The student gains practical experience in actual courtroom reporting.

ENG	1113 or 1213	English Composition I & II	6
	1123 or 1223	English Composition (a.i.	О
HIS	2213, 2223	American History I & II	6

^{*}Instructor to provide special units.

^{* *} Selected with approval of program adviser

ART ART ART ART	1313 1323 1413 1113	Drawing I Drawing II Design I Understanding the Visual Arts or	3 3 3
ART ART	1213 2913	Art Survey Special Studio PE, Military Sci or March Band	3 3 2
			35
		Sophomore	
PSY	1513	General Psychology I or	
SOC	2113	Introduction to Sociology	3
SPT	1113	Oral Communications	3
HPR ART	1213 2713	Personal and Community Health Art History I	3
ART	2723	or Art History II	3
JOU	1313	Principles of Journalism I	3
JOU	1323	Principles of Journalism II	3
PSC	1113	American National Government	3
PSC	1123	American State & Local Government	3
* *		Elective	3
			3
		Elective	3
ENG DMT PSY ECO	BANKING 1113 1313 1513 2113	AND FINANCE TECHNOLOGY Semester I English Composition I Business Mathematics General Psychology I Principles of Economics I	3 30 3 3 3 3
ENG DMT PSY	BANKING 1113 1313 1513	AND FINANCE TECHNOLOGY Semester I English Composition I Business Mathematics General Psychology I Principles of Economics I Principles of Bank Operations	3 30 3 3 3 3 3
ENG DMT PSY ECO	BANKING 1113 1313 1513 2113	AND FINANCE TECHNOLOGY Semester I English Composition I Business Mathematics General Psychology I Principles of Economics I	3 30 3 3 3 3
ENG DMT PSY ECO	BANKING 1113 1313 1513 2113	AND FINANCE TECHNOLOGY Semester I English Composition I Business Mathematics General Psychology I Principles of Economics I Principles of Bank Operations	3 30 3 3 3 3 1
ENG DMT PSY ECO	BANKING 1113 1313 1513 2113	AND FINANCE TECHNOLOGY Semester I English Composition I Business Mathematics General Psychology I Principles of Economics I Principles of Bank Operations PE, Military Sci or March Band	3 30 3 3 3 3 1

^{* *} Selected with approval of program adviser

Semester III

		Semester III	
ACC DMT SPT BFT **	1223 2163 1113 2113	Principles of Accounting II Personnel Management Oral Communication Credit Administration Mathematics Electives	3 3 3 6
		Semester IV	
BFT BFT BFT BFT **	1133 1313 2213 2313 2513	Bank Management Analyzing Financial Statements Bank Public Relations and Marketing Bank Investments Fundamentals of Bank Data Processing Elective	3 3 3 3 3 18
		Electives	
BFT BFT BFT BFT BFT BFT BFT BFT BFT BFT	1143 1153 1163 1173 1213 1223 1323 2123 2223 2413 2423 2523 2613 2713 2813 2823 2833 1233 1313 1323 1313	Savings and Time Deposit Banking Bank Letters and Reports Supervision and Personnel Administration Law and Banking Agricultural Finance Real Estate Finance Bank Cards Installment Credit Financing Business Enterprises Trust Functions and Services International Banking Federal Reserve Systems Business Administration Business Financial Management Management of Commercial Bank Funds Negotiable Instruments and the Payment Mechanism Federal Regulations of Banking Intermediate Algebra College Algebra Trigonometry Business Mathematics	
DMT SOC BFT	2513 2113 2843	Principles of Management Introduction to Sociology Branch Management	

^{* *}Selected with approval of program adviser

CHILD CARE DEVELOPMENT

Freshman

First Semester

ENG	1113	English Composition I	3
HEC	2813	Marriage & Family Living	3
HIS	2213	American (US) History	3
SPT	1113	Oral Communications	3
PSY	1513	General Psychology I	3
CCD	1113	Intro. to Occ. Child Care Service	3
			18
		Second Semester	
ENG	1123	English Composition II	3
HIS	2223	American (US) History II	3
EPY	2513	Child Psychology	3
CCD	1123	Art for Children	3
CCD	1133	Language Arts in Preschool Program	3
CCD	1143	Creative Activities for Young Children	3
			18
		Sophomore	
		·	
		First Semester	
CCD	1164	Day Care/Kindergarten Practicum I	4
CCD	2113	Child Nutrition & Health Care	3
TRS	1112	First Aid	2
CCD	2124	Methods and Materials of Teaching	
		Preschool Children	4.
CCD	2133	Physical-Motor Development for Young	
		Children	3
		•	16
			10
		Second Semester	
SOC	2113	Introduction to Sociology	3
000			_
CCD	2163	Day Care/Kindergarten Administration	3
CCD	2163 2265	Day Care/Kindergarten Practicum II	5
CCD		Day Care/Kindergarten Practicum II	5

GENERAL BUSINESS

ENG	1113, 1123	English Composition I & II	6
* *		PE, Military Sci or March Band	2

^{* *}Selected with approval of program adviser

HIS	1113, 1123	Western Civilization I & II	
HIS	2213, 2223	or American History I & II	6
PSC	1113	American National Government	3
*MAT	1313	College Algebra	3
*MAT	1333	Finite Mathematics	3
* *		Science	6
* *		Elective	3
			32
		Sophomore	
ENG	2323, 2333	English Literature I & II	6
ECO	2113, 2123	Principles of Economics I & II	6
BAD	2323	Business Statistics	3
BAD	2413	Business Law I	
		or	
* *		Elective	3
ACC	1213, 1223	Principles of Accounting I & II	6
PSY	1513	General Psychology I or	
SOC	2113	Introduction to Sociology	3
SPT	1113	Oral Communication	3
* *		Elective	3
			33

NOTES:

- 1. Students who expect to transfer to Mississippi College MUST take eight semester hours of laboratory science.
- 2. Business Statistics WILL NOT transfer to the University of Mississippi.

COMMERCIAL DESIGN & ADVERTISING

Freshman ENG 1113, 1123 English Composition I & II 6 ART 1313, 1323 6 1413, 1423 ART 6 SPT 1113 3 * * 3 Psychology.... CDA 1123 3 CDA 1143 Commercial Design & Adv. Lab. I 3 3 33 Sophomore Basic Advertising Design I & II CDA 2113, 2123 6 CDA 2153 Commercial Design & Adv. Lab II

^{*}MAT 1313, 1323 are regarded as deficiency courses in some colleges. MAT 1346 may be substituted for MAT 1313 and MAT 1323.

^{* *}Selected with approval of program adviser

CDA ** ART ** **	2163 1113	Practical Advertising Techniques DMT Elective Understanding the Visual Arts Mathematics or Science Directed Elective Electives	3 3 3 3 3 9
		CRIMINAL JUSTICE	
		Freshman	
PSC PSC SOC CRJ CRJ CRJ CRJ	1113, 1123 1113 1123 2113 2133 1313 1323 2313 1383	English Composition I & II PE, Military Sci or March Band American National Government American State & Local Government Introduction to Sociology Social Problems Introduction to Criminal Justice Police Administration & Organization Police Operations Criminology	6 2 3 3 3 3 3 3 3 3 3 3 3
		Sophomore	
PSY SPT ** CRJ CRJ CRJ CRJ	1513, 1523 1113 2393 2333 2323 2413	General Psychology I & II Oral Communication Mathematics Criminalistics Criminal Investigation Criminal Law Law of Evidence Electives	6 3 3 3 3 3 8
			32

The Criminal Justice Program provides educational experience from which a student can derive the knowledge and skills necessary to effectively fill a position in municipal, state, or federal law enforcement agencies.

PRE-DENTAL

ENG	1113, 1123	English Composition I & II	6
* *		PE, Military Sci or March Band	2
CHE	1211, 1221	General Chemistry Laboratory I & II	2

^{* *}Selected with approval of program adviser

^{* * *} With direction from program adviser, select from DMT 2143, Advertising; DMT 2113, Marketing; ECO 1133, Consumer Economics; JOU 1313, Principles of Journalism I.

CHE BIO *MAT *MAT **	1213, 1223 2414, 2424 1313 1323	General Chemistry I & II Zoology I & II College Algebra Trigonometry Elective	6 8 3 3
			33
		Sophomore	
ENG	2323, 2333	English Literature I & II	6
CHE	2422, 2432	Organic Chemistry Laboratory I & II	4
CHE	2423, 2433	Organic Chemistry I & II	6
PHY	2414, 2424	General Physics I & II	8
**		Electives	9
			33

Recommended electives include courses in Language, English, Government, Economics, Psychology, Sociology, and Graphics.

DENTAL ASSISTING TECHNOLOGY

DAS	1111	Orientation	1
DAS	1213	Dental Science I	3
DAS	1314	Chairside Assisting I	4
DAS	1124	Dental Materials	4
DAS	1513	Radiology I	3
SSC	1123	Intermediate Typewriting	3
ENG	1113	English Composition I	3
DAS	1223	Dental Science II	3
DAS	1323	Chairside Assisting II	3
DAS	1413	Supervised Clinical Experience I	3
DAS	1133	Practice Management	3
DAS	1522	Radiology II	2
TRS	1223	Industrial Psychology	3
SSC	2551	Medical Terminology	1
			39
		Summer	
DAS	1143	Dental Health Education	3
DAS	1422	Supervised Clinical Experience II	2
DAS	1333	Chairside Assisting III	3
SPT	1113	Oral Communication	3
			11

^{*}MAT 1346 may be substituted for MAT 1313 and MAT 1323.

^{* *} Selected with approval of program adviser

The Programs of Study

The Dental Assisting program is a twelve-month course of study designed to provide students with learning opportunities which enable them to assist the dentist in any routine operative, laboratory, or office procedure. After completion of the twelve-month course of study, a student may receive a Technical Certificate. If a student desires to receive an AAS Degree, the following requirements (totaling 64 semester hours) must be met.

English	6
Math and/or Science	6
Social Science	3
Specified Applied Science Field	24
Electives	23
PE. Military Sci or March Band	2

DIESEL TECHNOLOGY

ADMISSION REQUIREMENTS

To be admitted to the Diesel Technology Program, a student must meet the college entrance requirements for technical programs (see page 70 of the 1982-84 HINDS JUNIOR COLLEGE CATALOG) and be sponsored by an employer or agency to allow work experience requirements.

Firet Voor

First Year				
Fall				
	TDT	1113	Diesel Introduction	3
	TDT	1123	Maintenance and Electrical	3
	CP	1010	CPI	0
				6
			Spring	
	TDT	1133	Diesel Cylinder Block	3
	TDT	1143	Diesel Engine Operation	3
	CP	1020	CP II	0
			_	6
			Summer	
	TRS	1223	Industrial Psychology	3
	CP	1030	CP III	0
			_	3
			Second Year	
			Fall	
	TDT	1153	Diesel Engine Rebuild	3
	TDT	2115	Diesel Assembly, Inspection and Run-In	5
	CP	1040	CP IV	0
			_	8

NOTE: CP denotes cooperative program

		Spring			
TDT TDT CP	2213 2223 1050	Diesel Engine Cylinder Heads	3 3 0		
		-	6		
		Summer			
TRS	1613	Technical Mathematics I	3		
CP	1060	CP VI	0		
			3		
		Third Year			
		Fall			
TDT	2233	Gasoline Maintenance	3		
TDT	2243	Diesel Brakes, Steering, Drive Systems	3		
CP	1070	CP VII	0		
			6		
		Spring			
TDT	2314	Diesel Injection, Air Systems	4		
TDT	2324	Truck Lubricating, Overhaul,	4		
СР	1080	Air Conditioners	4 0		
O.	1000	-	_ 8		
		Fourth Year			
		Summer			
ENG	1123	English Composition I	3		
* *		Social Science	3		
			6		
		Fall			
ENG	1123	English Composition II	3		
TRS	1623	Technical Mathematics II	3		
			6		
		Spring			
* *		Electives	6		
		DIETETIC ASSISTANT			
Semester I					
DTT	1133	Health Science & Terminology			
		for Dietetic Assistant	3		
DTT	1511	Supervised Field Experience I	1		

NOTE: CP denotes cooperative program

^{* *} Selected with approval of program adviser

The Programs of Study

DTT DTT SSC DTT DTT	1113 2133 1513 1213 1522	Food Service Systems Mgmt. I Food Service Systems Mgmt. III Business Mathematics Nutrition Care I Supervised Field Experience II	3 3 3 2 18
		Semester II	
ENG DTT DTT DTT DTT DTT DTT	1113 2341 1123 1413 1223 2534 1312	English Composition I Seminar in Dietetic Literature Food Service Systems Mgmt. II Safety & Sanitation Nutrition Care II Supervised Field Experience IV Health Field Study	3 1 3 3 4 2
		Summer	
DTT TRS	1533 1223	Supervised Field Experience III Industrial Psychology	3 3

The Dietetic Assistant Program is a twelve-month course of study. After completion of the twelve-month course of study, a student may receive a Technical Certificate. If a student desires to receive an AAS Degree, the following requirements (totaling 64 semester hours) must be met.

English	6
Math and/or Science	6
Social Science	3
Specified Applied Science Field	24
Electives	23
PE, Military Science or March Band	2
-	64

The GATB examination, administered by the Mississippi Employment Service, is a requirement for entering the program.

As graduates of this program are considered employable in supervisory positions, a final grade below "C" in any required course is not acceptable.

^{* *}Selected with approval of program adviser

DISTRIBUTION AND MARKETING TECHNOLOGY (Two-Year Career Program)

		(
			Freshman	
ENG PSY SPT DMT	1113, 1513 1113 1211	1123	English Composition I & II	6 3 3 1
DMT	1211		Professional Development I	1
DMT	1233		Salesmanship	3
DMT	1243		Simulated Business Training I	3
DMT	1313		Business Mathematics	
			or	
* *			Mathematics (other)	3
DMT	2113		Marketing	3
DMT	2243		Retailing I	3
DMT	2253		Retailing II	3
				32
			Sophomore	
		R	etail Management Specialty	
DMT	2143		Advertising	3
DMT	2163		Personnel Management	3
DMT	2173		Sales Management	3
DMT	2211		Professional Development III	1
DMT	2221		Professional Development IV	1
DMT	2263		Simulated Business Training II	3
DMT	2513		Principles of Management	3
DMT	2523		Marketing & Management Cases	3
* *			Electives	12
				32
		Fas	hion Merchandising Specialty	
DMT	2123		Fashion Textiles	3
DMT	2143		Advertising	3
DMT	2211		Professional Development III	1
DMT	2221		Professional Development IV	1
DMT	2233		Fashion Merchandising	3
DMT	2263		Simulated Business Training II	3
DMT	2273		Fashion Buying	3
DMT	2283		Fashion Color, Line and Design	3
			Electives	12
				32
			Real Estate Specialty	
DMT	2513		Principles of Management	3
DMT	2713		Principles of Real Estate	3

^{* *}Selected with the approval of the program adviser

The Programs of Study

		5 . 5	_
DMT	2733	Real Estate Sales	3
DMT	2211	Professional Development III	1
DMT	2723	Real Estate Law	3
DMT	2743	Real Estate Appraisal	3
DMT	2753	Real Estate Finance	3
DMT	2263	Simulated Business Training II	
		or	
DMT	2173	Sales Management	3
DMT	2523	Personnel Management	3
DMT	2221	Professional Development IV	1
DMT	2143	Advertising	3
* *		Elective	3
			32

Students completing this program may choose from a broad selection of career opportunities in marketing and distribution. The program is designed to permit the student to take basic courses the freshman year and specialize in retail management, fashion merchandising, or real estate during the sophomore year. DMT Elective Courses are also provided to further enrich the student's DMT program.

DRAFTING AND DESIGN TECHNOLOGY

First Semester			
ENG	1113	English Composition I	3
*TRS	1613	Technical Mathematics I	3
* *		Social Studies	3
TDR	1553	Fundamentals of Drafting	3
TRS	1223	Industrial Psychology	3
**		PE, Military Science or March Band	1
			16
		Second Semester	
ENG	1123	English Composition II	3
*TRS	1623	Technical Mathematics II	3
TDR	2903	Topography	3
TDR	1563	Machine Drafting	3
TDR	2654	Structural Drafting	4
* *		PE, Military Science or March Band	1
			17
		Sophomore	
		First Semester	
TDR	2813	Building Construction Processes I	3
TDR	2973	Surveying Practice I	3

^{*}MAT 1313 and 1323 may be substituted for TRS 1613 and 1623.

^{* *}Selected with approval of program adviser

TDR	2806	Architectural Drafting and Design	6
TDR	2454	Electrical, Piping, and Sheet Metal Drafting .	4
			16
		Second Semester	
TDR	1573	Building Construction Estimating	3
TMT	2683	Strength of Materials	3
TRS	1643	Computational Methods	3
* *		Electives	6
			15
		Electives	
TDR	2823	Building Construction Processes II	3
TDR	2983	Surveying Practice II	3
TDR	2233	Descriptive Geometry	3
TDR	2516	Drafting Seminar	6
TRS	1313	Industrial Safety	3

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a foundation in the basics of drafting practice and industrial standards. Following completion of all course requirements the student will be awarded a certificate of completion in Drafting and Design Technology in addition to the Associate of Applied Science Degree.

Graduates of the Drafting and Design program are employed as draftspersons in the following areas: steel and nonferrous metal production; architecture; structural, mechanical, electrical, civil, and consulting engineering; civil service, state highway, and general drafting.

EDUCATION - ELEMENTARY

ENG ** ** GEO PSY SPT ** **	1113, 1123 1123 1513 1113	English Composition I & II History Science Introduction to Geography General Psychology I Oral Communication Fine Arts PE, Military Sci or March Band	6 6 *6 or 8 3 3 3 3
			32 or 34
		Sophomore	
ENG	2323, 2333	English Literature I & II	6 *6 or 8
EPY	2513	Child Psychology	3
HPR	1213	Personal and Community Health	3

^{*}MAT 1313 and 1323 may be substituted for TRS 1613 and 1623.

^{* *} Selected with approval of program adviser

MAT	1443	Math for Teachers I	3
MAT	1453	Math for Teachers II	3
* *		Social Studies Elective	3
* *		Electives	5
			32 or 34

Recommended electives include Sociology, Political Science, History, Art, Music, Home Economics, Psychology.

GENERAL EDUCATION REQUIREMENTS FOR ELEMENTARY TEACHER'S CERTIFICATE MISSISSIPPI STATE DEPARTMENT OF EDUCATION

	Sem. Hours
English	
biological science	ours
astronomy, geology, space science, etc.)	ours
other science 6 sem. h	ours
Social Studies	12
American or World History 6 sem. h	ours
other social studies except religion 6 sem. h	ours ,
Mathematics	6
The structure of the real number system and its sub-systems 3 sem. h	ours
Basic Concepts of Algebra and Informal Geometry 3 sem. h	ours
Personal Hygiene	3
Speech	
	48

EDUCATION - SECONDARY

1113, 1123	English Composition I & II	6
	History	6
1113	Oral Communication	3
	Fine Arts	3
	PE, Military Sci or March Band	2
	Electives	6
		32 or 34
	1113, 1123 1113	History

^{*}Six or eight semester hours of Biological Science and six or eight hours of Physical Science. (May be three hours in one and nine in the other.)

^{* *} Selected with approval of program adviser

Sophomore

ENG	2323, 2333	English Literature I & II	6
* *		Science	*6 or 8
* *		Mathematics	3
* *		Social Studies	6
* *		Electives from teaching field	11
			32 or 34

GENERAL EDUCATION REQUIREMENTS FOR SECONDARY TEACHER'S CERTIFICATE MISSISSIPPI STATE DEPARTMENT OF EDUCATION

	Sem. Hours
English	. 12
Fine Arts	. 3
(Any course in art or music will meet this requirement)	
Personal Hygiene	. 3
Science	. 12
biological science	
physical science	
Mathematics	. 3
Social Studies	
United States and/or World History 6 sem. hours	
Other social studies to include one or more of the following subjects: N	∕lississippi
history, geography, political science, anthropology, sociology, ed	conornics,
philosophy, religion, general psychology, social psychology, world history of	American
history; however, not more than 6 semester or 8 quarter hours in either	World or
American History may be counted in meeting the social studies requirement	ents in the
area of General Education	
Speech	. 3
	18

ELECTRONIC DATA PROCESSING — PROGRAMMING (Two-Year Program)

EDP ACC	1013 1815 1213, 1223 1113, 1123	Introduction to Data Processing RPG Programming I Principles of Account I & II English Composition I & II Mathematics and/or Science Elective PE, Military Sci or March Band	5 6 6 4
			32

^{*}Six or eight semester hours of Biological Science and six or eight hours of Physical Science. (May be three hours in one and nine in the other.)

^{* *}Selected with approval of program adviser

Sophomore

EDP	2815	COBOL Programming I	5
EDP	2123	Systems Analysis & Design I	3
EDP	2825	RPG Programming II	
		or	
EDP	2835	COBOL Programming II	5
EDP	2163	Systems Analysis & Design II	3
DMT	2513	Principles of Management	3
* *		Social Science	3
* *		Economics	3
* *		Electives	7
			32

NOTE: A minimum grade of "C" is required in EDP 1013 and in ACC 1213 before a student can enroll in a programming class.

ELECTRONIC DATA PROCESSING COMPUTER OPERATIONS

(One-Year Program)

EDP EDP ** ** ** ENG EDP	1013 1713 1113 1815	Introduction to Data Processing Computer Operations Accounting Social Science Mathematics and/or Science English Composition I RPG Programming I	3 3 3 3 3
EDP	2815	or COBOL Programming I	5 5
			28

NOTE: A minimum grade of "C" is required in EDP 1013 and in ACC 1213 before a student can enroll in a programming class.

ELECTRONIC DATA PROCESSING KEYPUNCH OPERATION

(One-Semester Program)

EDP	1013	Introduction to Data Processing and	
		Programming	3
EDP	1614	Keypunch Operation	
* *		Electives	9
			16

NOTE: A minimum grade of "C" is required in EDP 1013 and in ACC 1213 before a student can enroll in a programming class.

^{* *}Selected with approval of program adviser

ELECTRONICS TECHNOLOGY

Freshman

ENG	1113, 1123	English Composition &	6
* *		Mathematics	6
TRS	1223	Industrial Psychology I & II	3
TDR	1553	Fundamentals of Drafting	3
TEL	1356	Electricity for Electronics	6
TEL	1376	Basic Electron Devices and Circuits	6
* *		PE, Military Sci, or March Band	2
			32
		Sophomore	
* *		Technical Electronics	24
* *		Social Studies	3
**		Physics	6
			33
		ENGINEERING	
		ENGINEERING Freshman	
ENG	1113 or 1123	Freshman	3
ENG **	1113 or 1123		3 2
	1113 or 1123 1313	Freshman English Composition I or II	_
* *		Freshman English Composition I or II	2
* * * MAT	1313	Freshman English Composition I or II	2
* * * *MAT *MAT	1313 1323	Freshman English Composition I or II PE, Military Sci or March Band College Algebra Trigonometry	2 3 3
** *MAT *MAT MAT	1313 1323 1613, 1623	Freshman English Composition I or II	2 3 3 6 2 6
* * MAT * MAT MAT CHE	1313 1323 1613, 1623 1211, 1221	Freshman English Composition I or II	2 3 3 6 2 6 3
** *MAT *MAT MAT CHE CHE	1313 1323 1613, 1623 1211, 1221 1213, 1223	Freshman English Composition I or II PE, Military Sci or March Band College Algebra Trigonometry Calculus I & II General Chemistry Lab I & II General Chemistry I & II American National Government Graphic Communications	2 3 3 6 2 6 3 3
** *MAT *MAT MAT CHE CHE PSC	1313 1323 1613, 1623 1211, 1221 1213, 1223 1113	Freshman English Composition I or II PE, Military Sci or March Band College Algebra Trigonometry Calculus I & II General Chemistry Lab I & II General Chemistry I & II American National Government	2 3 3 6 2 6 3

Sophomore

2213 or 2223 American History I or II

ENG	2323 or 2333	English Literature I or II	3
PHY	2323, 2333	Physics with Calculus — II & III	6
MAT	2613, 2623	Calculus III & IV	6
MAT	2913	Differential Equations	3
* *EGR	2413	Engineering Mechanics	3

^{*}Deficiency Courses. For those without sufficient background for Calculus I. MAT 1346 may be substituted for MAT 1313 and MAT 1323. See note on next page.

HIS

3 See Note

^{* *} Selected with approval of program adviser

^{* * *}The student may elect EGR 2413 or others required in the specified area of engineering at the senior college to which the student will transfer.

CSC	2323	Fortran Programming and Applications	3
ECO	2113	Principles of Economics I	3
* *		Humanities or Social Studies	6
			33

NOTE: Schools of Engineering begin the freshman engineering student with analytic geometry and calculus, presuming that high school algebra and trigonometry have given the necessary background for those courses. MAT 1313 and 1323 are designed for the student who does not show sufficient proficiency in algebra and trigonometry to do the more advanced course (MAT 1613 - Calculus I). Credit earned in MAT 1313 and 1323 (Algebra and Trigonometry) cannot be applied toward a degree in Schools of Engineering; students who show sufficient proficiency in these courses will be excused from taking them. Students may take a test to determine whether they may bypass algebra and/or trigonometry; students should contact Counseling Services for test dates.

FIRE PROTECTION AND SAFETY TECHNOLOGY

		Freshman	
ENG	1113, 1123	English Composition I & II	6
* *		Mathematics	3
* *		Social Science	3
TFS	1813	Introduction to Fire Technology	3
TFS	1833	Fire Fighting Tactics & Strategy I	3
TFS	1853	Fire Protection Organization & Administration	3
*TFS		Electives	12
			33
		Sophomore	
* *		Physics	3
* *		Chemistry	3
TFS	2813	Basic Electricity for Firemen	3
TFS	2823	Hydraulics	3
TFS	2843	Inspection Principles & Practices	3
TFS	2853	Water Distribution	3
TFS	2873	Industrial Hazards & Fire Prevention	3
*		Restricted Electives	10
			31

The Fire Protection and Safety Technology Program is designed to prepare students to enter jobs in fire protection or related fields, such as fire insurance, safety engineering, and fire equipment sales. Instruction covers both theory and practical application in the field of fire protection and includes lectures, laboratory work, field trips, and seminars conducted by inservice personnel.

^{*} Electives must be Fire Safety courses or have the written approval of the department chairperson.

^{* *} Selected with approval of program adviser

FORESTRY

Freshman

AGR	1522	Introduction to Forestry	2
BIO	1314	Botany I	4
BIO	2414	Zoology I	4
* * * CHE	1313, 1323	Principles of Chemistry	6
* * * CHE	1311, 1321	Principles of Chemistry Lab	2
ENG	1113, 1123		
or	1213, 1223	English Composition I & II	6
* * * MAT	1613	Calculus I	3
* *		Humanities or Soc. Sci. Electives	6
			32 or 33
		Sophomore	
AGR	2314	Basic Soils	4
AGR	2713	Principles of Agriculture Economics	3
BIO	2313	Dendrology	3
PHY	2414	General Physics I	4
SPT	1113	Oral Communication	3
TDR	2973	Surveying	3
* *		Humanities or Soc. Sci. Elective	3
* *		Free Electives	9
			32

Hinds Junior College can offer two years of course work in Forestry, Wood Science and Technology, and Wildlife and Fishery Management. The curriculum listed above is the one that students majoring in General Forestry should follow. Those students majoring in Wood Science and Technology or Wildlife and Fishery Management should consult with their adviser and the senior college catalog for specific course requirements in these options.

GEOLOGY

Freshman

ENG	1113, 1123	English Composition I & II	6
MAT	1613, 1623	Calculus I & II	6
CHE	1213, 1223	General Chemistry	6
CHE	1211, 1221	General Chemistry Lab	2

^{* *} Selected with approval of program adviser

Students not qualified to begin their college work with Calculus may use free elective hours to take Algebra and Trigonometry. MAT 1623 Calculus II may be substituted for CHE 1323, 1321.

^{***}Students planning to enter the Forestry-Wildlife Option should schedule CHE 2413, 2411 Introductory Organic Chemistry. Other students should select electives with approval of program adviser.

PHY * * * *	2313	Physics with Calculus - I	9
		Sophomore	
	1113, 1123	Geology	
GLY	1111, 1121	Geology Lab	2
PHY	2323, 2333	Physics with Calculus - II & III	6
* *		Electives	17
			31

The choice of electives depends upon the school to which the student transfers and the geology program chosen. Recommended electives include Mathematics, Art, Sociology.

HOME ECONOMICS

Designed for students who are planning to complete the Bachelor's Degree with a major in home economics. The curriculum courses scheduled for the student will be determined by Hinds Junior College graduation requirements and the home economics major area curriculum at the student's chosen senior college.

All home economic courses are open and recommended to non-home economics majors.

ENG ** SPT HPR HIS HEC HEC CHE	1113, 1123 1113 1213 1113, 1123 1313 1213 1211, 1221 1213, 1223	PE, Military Sci or March Band 2 Oral Communication 3 Personal & Community Health 3 Western Civilization I & II* 6 Elementary Clothing 3	6 2 3 3 6 3 3
CHE	1311, 1321 1313, 1323	Principles of Chemistry Lab I & II Principles of Chemistry I & II	_
ENG PSY **	2323, 2333 1513	English Literature I & II	-

^{*}Requirements in math, history, science and art determined by specific home economics major area. Students should consult the catalog of the senior college or university of their choice before making a decision.

^{* *}Selected with approval of program adviser

HEC	2313	Clothing Construction	3
HEC	2213	Meal Management	3
* *		Elective	3
		_	32

HOTEL, MOTEL, RESTAURANT MANAGEMENT TECHNOLOGY

Freshman

HMR	1612	Orientation for the Hospitality Industry	2
HMR	1713	Hotel-Motel Front Office Procedure	3
HMR	1814	Basic Food Preparation	4
ENG	1113, 1123	English Composition I & II	6
HMR	2844	Safety, Sanitation and Housekeeping	4
TRS	1223	Industrial Psychology	3
HMR	1824	Quantity Foods	4
HMR	1843	Hospitality Business Mathematics	3
HMR	2143	Principles of Management for the	
		Hospitality Industry	3
			32
		Sophomore	
BAD	2413	Business Law I	3
HMR	2113	Profitable Food and Beverage Management I	3
ECO	1133	Consumer Economics	3
HMR	1833	Hotel-Motel Restaurant Accounting	3
	0.4.0.0		_

Profitable Food and Beverage Management II

HUMAN SERVICES TECHNOLOGY

First Semester

ENG	1113	Technical Writing I	3
HEC	1253	Nutrition	3
PSY	1513	General Psychology I	3
THS	1113	Introduction to Human Services	
		w/practicum)	3
SOC	2113	Introduction to Sociology (or elective)	3
THS	1123	Technical Anatomy and Physiology	3
			18

^{* *} Selected with approval of program adviser

HMR 2123

		Second Semester	
ENG THS	1123 1213	Technical Writing II	3
EPY	2513	(w/practicum	3
EPY	or 2523	Human Growth and Development I or II	3
SOC	2133	Social Problems	3 3
HPR	1213	Personal and Community Health or THS 1223 Intervention with the Severely Retarded (w/practicum)	3
THS	1231	Health Skills	1 19
		Third Semester (First Half)	
THS THS THS THS	2113 2123 2133 2141	The Helping Relationship Therapeutic Recreation Applied Behavior Analysis Physical and Emotional Needs of Special Populations	3 3 3
THS	2156	PRACTICUM I (Second Half of Third Semester)	6 16
		Fourth Semester (First Half)	
THS THS THS THS	2213 2223 2233 2241 2256	Facilitation of Independent Living Case Management Basic Intervention Skills Current Trends in Human Services PRACTICUM II (Second Half of Fourth Semester)	3 3 1 6
		Suggested Electives:	
THS SPT DMT TMT PHI PSC PSC	1153 1113 2163 2713 2113 1113 1123	Introduction to Communicative Disorders Oral Communication (Principles of Speech Personnel Management Principles of Supervision Introduction to Philosophy I American National Government American State and Local Government	

^{* *}Selected with approval of program adviser

INDUSTRIAL EDUCATION

Freshman

ENG GRA GRA PHY ** HIS PSC HPR **	1113, 1123 1143 1153 2213 1113, 1123 1113 1213	English Composition I & II Graphic Communications Visualization & Graphic Design Physical Science Survey I Mathematics Western Civilization I & II American National Government Personal & Community Health PE, Military Sci or March Band Elective	6 3 3 3 6 3 3 2 3
			35
		Sophomore	
ENG BIO SPT PSY ART	2323, 2333 1314, 1324 1113 1513 1113	English Literature I & II Botany I & II Oral Communication General Psychology I Understanding the Visual Arts or	6 8 3 3
MUS * *	1113	Music Appreciation	3 9
			32

Recommended electives include Psychology, Mathematics, Business Law, Sociology, Drafting, and Technical Courses.

Industrial Education prepares students to be teachers or coordinators in the field of Industrial Arts, Trade and Industrial Education, or Diversified Occupations. The first two years of training in any of the above mentioned professions are the same. Those who do not elect to teach will find themselves well prepared for industrial employment which should lead to supervisory and administrative positions in the training and production areas of industry.

INDUSTRIAL TECHNOLOGY

ENG	1113, 1123	English Composition I & II	6
GRA	1143	Graphic Communications	3
GRA	1153	Visualization & Graphic Design	3
HIS	1113, 1123	Western Civilization I & II	6
*MAT	1313	College Algebra	3

^{*}MAT 1346 may be substituted for MAT 1313 and MAT 1323.

^{* *} Selected with approval of program adviser

*MAT	1323	Trigonometry	3
CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
* *		PE, Military Sci or March Band	2
**		Elective	3
			37
		Sophomore	
PSY	1513	General Psychology I	3
ECO	2113	Principles of Economics I	3
SPT	1113	Oral Communications	3
MAT	1613	Calculus I	3
PSC	1113	American National Government	3
PHY	2414, 2424	General Physics I & II	8
* *		Electives	9
			32

Recommended electives include psychology, mathematics, business law, sociology, drafting, and technical courses.

This curriculum is proposed for students who are interested in being prepared to accept industrial employment which will lead to supervisory, administrative and other types of leadership positions in the production areas of manufacturing. Successful completion of this curriculum should result in the students' having an excellent background in mathematics, science, and human relations, together with a degree of skill in the use of machines and tools and a knowledge of industrial processes and materials. Such individuals should rapidly become capable of coping with the technical aspects of supervision and administration, and of dealing successfully with personnel.

INSTITUTIONAL MANAGEMENT — DIETETICS

Freshman			
ENG	1113, 1123	English Composition I & II	6
* *		Mathematics	3
SOC	2113	Introduction to Sociology	3
BIO	1514	Anatomy & Physiology I	4
SPT	1113	Oral Communications	3
HEC	1213	Food Selection & Preparation	3
HEC	1253	Nutrition	3
* *		PE, Military Sci or March Band	2
* *		Electives	6
			33
		Sophomore	
ENG HIS	2323, 2333 1113, 1123	English Literature I & II	6 6

^{*}MAT 1346 may be substituted for MAT 1313 and MAT 1323.

^{* *} Selected with approval of program adviser

CHE	1211, 1221	General Chemistry Lab I & II	
	1213, 1223	General Chemistry I & II	8
		or	
CHE	1311, 1321	Principles of Chemistry Lab I & II	
	1313, 1323	Principles of Chemistry I & II	8
HEC	2513	Diet in Disease	3
HEC	2223	Quantity Food Preparation	3
PSY	1513	General Psychology I	3
* *		Elective	3
			32

INTERPRETER TRAINING FOR THE DEAF

ADMISSION REQUIREMENTS

Students seeking admission to the ITD program must first meet all requirements of Hinds Junior College. In addition, the student must already possess sign language skills. Each program candidate must receive prior approval from the Advisory Committee before beginning the course of study.

		Freshman	
		First Semester	
ENG	1113	English Composition I	3
PSY ITD	1513 1113	General Psychology I	3
ITD	1123	Introduction to Interpreting	3
			15
		Second Semester	
ENG	1123	English Composition II	3
* *		Mathematics or Science	3
ITD	1133	Overview of Manual Communication	3
ITD	1143	Expressive Interpreting I	3
ITD	1153	Reverse Interpreting I	3
			15
		Sophomore	
		First Semester	
* *		Political Science or Elective	3
ITD	2113	Sign Systems	3
ITD	2223	Expressive Interpreting II	3
ITD	2233	Reverse Interpreting II	3
ITD	2312	Audiology & Etiology of Deafness	2
ITD	2211	Community Resources for Interpreters	1
			15

^{* *}Selected with approval of program adviser

Second Semester

SPT ITD ITD ITD **	1113 2323 2413 2426	Oral Communications (Principles of Speech) Artistic Interpreting	3 3 6 6
		JOURNALISM	
		Freshman	
ENG JOU JOU ** HIS **	1113, 1123 1213 1313 1113, 1123	English Composition I & II Practical Journalism Principles of Journalism I PE, Military Sci or March Band Western Civilization I & II Mathematics or Science Electives	6 3 3 2 6 6 6 6
		Sophomore	
ENG JOU HIS ECO PSC **	2323, 2333 1323 2213, 2223 2113 1113	English Literature I & II Principles of Journalism II American History I & II Principles of Economics I American National Government Electives	6 3 6 3 11 32

Recommended electives include courses in language, psychology, philosophy, typing, sociology.

PRE-LAW

ENG	1113, 1123	English Composition I & II	6
* *		PE, Military Sci or March Band	2
HIS	1113, 1123	Western Civilization I & II	6
PSC	1113	American National Government	3
PSC	1123	American State & Local Government	3
SPT	1113	Oral Communication	3
SOC	2113	Introduction to Sociology	
		or	
PSY	1513	General Psychology I	3
* *		Mathematics or Science	6
			32

^{* *} Selected with approval of program adviser

Sophomore

HIS ECO	2323, 2333 2213, 2223 2113 1213, 1223	English Literature I & II American History I & II Principles of Economics I Principles of Accounting I & II Electives	6 3 6
			32

Foreign language is recommended.

MECHANICAL TECHNOLOGY

Freshman

ENG TRS	1113, 1123 1613, 1623	English Composition I & II	6 6
		PE, Military Sci or March Band	2
TMT	1614, 1634	Manufacturing Processes I & II	8
TDR	1553	Fundamentals of Drafting	3
TDR	1563	Machine Drafting	3
TRS	1813	Tech. Applied Physics	3
* *		Elective	3
			34
		Sophomore	34
TRS	1413	·	34
TRS	1413	Basic Electricity	
TRS **	1413	Basic Electricity	3
TRS ** **	1413	Basic Electricity	3
TRS ** **	1413	Basic Electricity	3 3 22 3
TRS ** **	1413	Basic Electricity	3 3 22

The Mechanical Technology curriculum is designed to develop technicians with the following: an ability to use physics and math as tools to the development of ideas that make use of scientific and technological principles, communications skills that include the ability to interpret, analyze, and transmit ideas graphically, orally and in writing, an understanding of the properties of materials commonly used in industry, an understanding of the principles of operation, function, and application of the tools of industry with a degree of skill in the operation of each, an ability to interpret drawing requirements for manufacturing including the ability to write specifications for all operations from raw materials to the finished product, a knowledge of business and industrial relations principles and their applications. Classroom theory is correlated with laboratory work in which the student becomes familiar with machines and practices of industry. During the sophomore year the student may select one of the Mechanical Technology fields of engineering, maintenance, production or quality control for specialization.

^{* *} Selected with approval of program adviser

The following are typical fields of employment:

ENGINEERING PRODUCTION

Engineer's Aid	Production Manager
Test Technician	Production Manager
Time & Motion Specialist	Production Estimator
Industrial Sales Specialist	Job Planner
Purchasing Technician	Machinist Installation Technician
Technical Writer	Set-up Technician

QUALITY CONTROL

Quality Control Technician
Quality Control Inspector
Metallurgical Technician
Destructive Test Technician
Non-destructive Test Technician

MAINTENANCE

Maintenance Technician Maintenance Supply Technician Maintenance Inspector Preventive Maintenance Technician Safety Director

MEDICAL LABORATORY TECHNICIAN

Summer

ENG MAT	1113, 1123 1233	English Composition I & II	6 3
		Freshman	
		First Semester	
BIO	1852	Introduction to Clinical Lab	2
CHE	1211, 1213	General Chemistry I	4
0115	1011 1010	Or Deignalate and Observations	
CHE	1311, 1313	Principles of Chemistry I	4
BIO BIO	2924 2973	General Microbiology	3
PSY	1513	Parasitology General Psychology I	
101	1010	deficial sychology (
			16
		Second Semester	
BIO	2653	Immunology and Serology	3
MLS	1111	Introduction to Phlebotomy	1
CHE	1221, 1223	General Chemistry II	4
		or	
CHE	1411, 1413	Introductory Organic and Biochemistry	4
BIO	2991	Hemostasis	1
BIO	2992	Hematology Lab	2
BIO	2993	Hematology	3
BIO	1552	Nephrology Lab	2
			16
		Summer	
MLS	2116	Clinical Experience (10 weeks)	6
HIS	2213	American History	3
			9

		Sophomore	
BIO	2614	Immunohematology	4
BIO	2965	Pathogenic Microbiology	5
CHE	2612	Clinical Chemistry Lab	2
CHE	2213	Clinical Instrumentation	3
CHE	2613	Clinical Chemistry	3
			17
		Spring	17
MLS	2126	1 3	17
	2126 2136	Spring Clinical Experience	

Sanhamara

The Medical Laboratory Technician Program is designed to prepare students to work in the clinical laboratories of hospitals, doctor's offices, clinics, and other health related facilities. Graduates who are interested can enter the sales field for laboratory supplies and instruments and/or repairing and servicing of laboratory instruments.

A grade of **C** must be maintained in each of the subjects of mathematics and science. Students who have grades below the required **C** must repeat. Subjects may be repeated in two areas only and one time only. This will also apply to rotation in the assigned hospitals.

The credit for clinical experience is based upon both satisfactory completion of study sessions and of each department of the clinical training. Final study sessions will follow the completion of clinical experience.

Graduation from the Medical Laboratory Technician program qualifies students to take a national examination under the auspices of the American Society of Clinical Pathologists for certification as a Medical Laboratory Technician and/or the national certification agency for Certified Laboratory Technician.

MEDICAL RECORD TECHNOLOGY

Freshman

First Semester **ENG** 1113 3 BIO 1514 MRS 1113 3 MRS 1123 3 SSC 1123 3 16 Second Semester ENG 1123 3 BIO 1524 4 MRS 1133 Medical Record Science II 3 MRS 1143 Advanced Medical Terminology 3

PSY SSC	1513 1121	General Psychology I	3 1
			17
		Sophomore	
		First Semester	
MRS MRS SOC CHE	2113 2147 2113 2623	Medical Record Science III Directed Practice I Introduction to Sociology Introduction to Clinical Pharmacology Second Semester	3 7 3 3 16
MRS MRS MRS	2133 2157 1153	Medical Record Science IV Directed Practice II	3 7 3 3
			16

The Medical Record Technician Program is an Associate Degree, Technical Program designed to prepare students to work in the Medical Records Department of hospitals and other health related facilities and to meet the standards for an Accredited Record Technician according to the American Medical Record Association. Directed practice experience is scheduled at selected institutions and settings to provide the student with varied experience. The program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in collaboration with the American Medical Record Association.

Following satisfactory completion of all course requirements, a student will be eligible to write the accreditation examination of the American Medical Record Association for qualification as an Accredited Record Technician.

In addition to the regular college admission policies, a student must meet the following admission criteria for the Medical Record Technology Program: 1 unit of high school biology; ½ unit typewriting; and a minimum composite score of 15 on the ACT.

All students in Medical Records must maintain at least a **C** in all required courses to remain in the program.

Students desiring to apply for this program must have all necessary material in the Office of Admissions and Records by July 15.

PRE-MEDICAL TECHNOLOGY

(Transfer Program)

ENG	1113, 1123	English Composition I & II	6
* *		PE, Military Sci or March Band	2

^{* *} Selected with approval of program adviser

CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
BIO	2414, 2424	Zoology I & II	8
* *		Social Studies	
		or	
		Foreign Language	6
*MAT	1313	College Algebra	3
*MAT	1323	Trigonometry	3
			36
		Sophomore	
ENG	2323, 2333	English Literature I & II	6
* * CHE	2421, 2431	Organic Chemistry Lab I & II	2
		or	
* * CHE	2422, 2432	Organic Chemistry Lab I & II	4
CHE	2423, 2433	Organic Chemistry	6
* *		Psychology	
		or	
		Foreign Language	6
BIO	2924	General Microbiology	4
* *		Electives	6
			30 or 32

Choice of courses depends on the school to which a student transfers.

MUSIC

Freshman **ENG** 1113, 1123 English Composition I & II 6 PE, Military Sci or March Band 2 MUS 1214, 1224 8 MUS 1123 3 4 or 6 * * HIS 1113, 1123 * * 3 34 or 36 Sophomore ENG 2323, 2333 English Literature I & II 6 MUS 2214, 2224 4 or 6 MUS 2313, 2323 2 * * 7 33 or 35

^{*}MAT 1346 may be substituted for MAT 1313 and MAT 1323.

^{* *}Selected with approval of program adviser

The Programs of Study

For voice, organ, and band majors, piano is required for two years. For piano and organ majors, accompanying and participating in band or choir is required for two years. For voice majors, choir is required for two years. For band majors, band is required for two years. Music 1132 may be applied toward theory requirements for Hinds Junior College graduation.

PRE-MEDICINE

Freshman

ENG	1113, 1123	English Composition I & II	6
* *		PE, Military Sci or March Band	2
CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
*MAT	1313	College Algebra	3
*MAT	1323	Trigonometry	3
BIO	2414, 2424	Zoology I & II	8
* *		Elective	3
			33
			•
		Sophomore	
CHE	2422, 2432	Sophomore Organic Chemistry Lab I & II	4
CHE CHE	2422, 2432 2423, 2433	•	
	•	Organic Chemistry Lab I & II	4
CHE	2423, 2433	Organic Chemistry Lab I & II	4
CHE ENG	2423, 2433 2323, 2333	Organic Chemistry Lab I & II	4 6 6
CHE ENG	2423, 2433 2323, 2333	Organic Chemistry Lab I & II	4 6 6 8

NURSING SCIENCE

Summer	
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BIO	1514, 1524	Anatomy & Physiology I & II	8
		Fall	
NUR	1119	Nursing Science I (Prerequisite: BIO 1514, 1524)	9
PSY	1513	General Psychology I	3
ENG	1113	English Composition I	3
			15
		Spring	
NUR	1129	Nursing Science II (Prerequisite:	
		NUR 1119)	9
PSY	1523	General Psychology il	3
ENG	1123	English Composition II	3
SPT	1113	Oral Communication	3

18

^{*}MAT 1346 may be substituted for MAT 1313 and MAT 1323.

^{* *}Selected with approval of program adviser

Fall

NUR	2112	Nursing Science III (Prerequisite:	
		NUR 1129)	
BIO	2924	Microbiology	4
			16
		Spring	
NUR	2122	Nursing Science IV (Prerequisite:	
		NUR 2112)	12
SOC	2113	Introduction to Sociology	3
			15

Selection to the Department of Associate Degree Nursing is made the first week of April for any given year. Qualified applicants will be given priority for selection for a given year based on available space and on the earliest validated completed file according to required criteria as stated below. Qualified applicants not selected for a given year will be given priority for the next year provided a letter stating the intent of the applicant to enter the nursing program is received by the Office of Admissions and Records by March 15.

REGULAR PROGRAM

- 1. Make application and be accepted to Hinds Junior College.
- 2. Make application to the Hinds Junior College Department of Nursing (Associate Degree Program).
- 3. File official transcripts and test scores in the Office of Admissions and Records. (Final transcripts for work in progress in other educational institutions must be sent immediately after completion of each course.)
- 4. Regular applicants are selected using the following criteria:
 - A. ACT composite score of 15 or above. An applicant with an ACT composite below 15 will be considered if the applicant has at least twelve (12) hours of college work with at least a **C** average, eight (8) hours of which are Anatomy and Physiology I and II with a minimum grade of **C** in each.
 - B. An overall high school average of **C**. For applicants who are currently in high school, an interim transcript stating first semester grades for the senior year in high school is required initially. A final transcript is required following graduation. In lieu of a high school diploma, an applicant may file satisfactory scores on the G.E.D.
 - C. A GPA of 2.0/4.0 or better on any college course work required by the Hinds Junior College Associate Degree Program which has been taken prior to selection to the program.
 - D. Pre-Nursing Guidance Test AD composite score of 30 or above. Individual consideration may be given to applicants with a score of less than 30 who have previous educational experiences in courses related to the nursing program.
 - E. A score of 78% or better on a basic math test administered by the Hinds Junior College Department of Nursing. (This test may be re-taken, but a passing score must be recorded prior to the selection date.)

5. All applicants must attend an information gathering session (dates to be announced).

ADVANCED PLACEMENT

Applicants for Advanced Placement (LPN's or other students who have completed previous nursing work) will be selected by meeting the following criteria:

- A. Meet all of the requirements listed under regular program.
- B. Score 78% or better on a challenge exam on Nursing 1119. (A fee of \$10.00 will be charged to help defray cost of printing and grading the test.)
- C. In addition to Anatomy and Physiology I and II, applicants must have completed General Psychology I plus three hours in non-nursing courses.

PRE-REQUISITES TO THE FIRST CLINICAL COURSE

- 1. Must have completed Anatomy and Physiology I and II with a grade of **C** or above on each before entering nursing.
- 2. If applicant has completed Anatomy and Physiology I and II and Microbiology, each must have been completed within the last five (5) years.
- Physical examination within six months prior to a clinical course with required immunizations current.

TRANSFER CREDIT

A. Nursing Courses - A maximum of 21 semester hours of transfer credit in nursing courses is allowed.

Nursing 1119 . . . 9 hours credit

PLUS any one of the following:

Nursing 1129 . . . 9 hours credit Nursing 2112 . . . 12 hours credit Nursing 2122 . . . 12 hours credit

- 1. A minimum grade of **C** is required for a nursing course to be transferable.
- 2. Validation of previously completed content will determine student placement in the program.
- 3. Satisfactory demonstration of selected skills will be required.
- B. Non-Nursing Courses Transfer credit will be accepted for all non-nursing courses as follows:
 - 1. A minimum grade of **C** in physical and biological sciences.
 - 2. Overall quality point average of at least 2.0.

PETROLEUM ENGINEERING TECHNOLOGY

Petroleum Exploration & Production Option
Petroleum Land Management Option

PROGRAM DESCRIPTION

The Petroleum Engineering Technology curriculum offers the student both one-year and twoyear programs which include classroom, laboratory and field experiences in petroleum production, oil and gas well exploration and drilling, and petroleum property and land lease management. The successful completion of the program can lead to a rewarding career in a wide range of positions related to the recovery and use of oil and gas. As technicians, paraprofessionals, and mid-management personnel, graduates of the program work in direct support of petroleum engineers, geologists, landmen and other industry-related professionals. Two options are available to the student. The first year of the program is common to both options.

CAREER OPPORTUNITIES

Oil Field Equipment Companies

Oil Field Service Companies

Oil Field Supply Companies

Oil & Gas Exploration & Development Companies

Oil Land Lease Firms

Oil Operators and Producers

Oil Refineries

Oil Well Drilling Companies

Oil Well Drilling Mud & Additives Companies

Oil Well Logging & Perforating Companies

Oil Well Service Companies

Petroleum, Geological & Geophysical Consulting Firms

State & Federal Government Agencies

POSITION TITLES

One Year Certificate Graduates

Driller/Tool Pusher

Geological Draftsman

Pumper

Rigger/Derrickmen

Roustabout

Exploration Company Employee

Service Company Employee

Two Year Degree Graduates

Assistant Drilling Engineer

Assistant Landman/Lease Broker/Lease Records Analyst

Assistant Production Foreman

Drilling Mud Technician

Geological Technician

Geophysical (Seismic) Technician

Logging Technician

Petroleum Engineering Technician

Two-Year Associate in Applied Science Degree Curriculum

(Vocational-Technical Program)

for

PETROLEUM ENGINEERING TECHNOLOGY

Exploration & Petroleum Option and Land Management Option

Freshman - Fall Semester

MAT GLY GLY TDR PET	1111 1113	College Algebra Physical Geology Lab Physical Geology Fundamentals of Drafting Petroleum Exploration & Production	3 1 3 3 4
		Freshman - Spring Semester	
ENG MAT TDR PET PET	1123 1323 2913 2113 1214	English Composition II Trigonometry Land & Geological Drafting Petroleum Geology Rig Construction & Drilling Operations	3 3 3 4
	1	Freshman - Summer Semester	
PET	1313	Internship Work Experience I (Optional)	3
CER	TIFICATE IN AF	PPLIED SCIENCE 33 - 36 Semester Hou	'S
	EXPLO	DRATION & PRODUCTION OPTION	
		Sophomore - Fall Semester	
PHY TDR PET PET PET	2414 2973 2123 2133 2143	Sophomore - Fall Semester Social Studies Elective	3 4 3 3 3 3
TDR PET PET	2973 2123 2133 2143	Social Studies Elective General Physics I Surveying Practice I Mineral Rights & Leases Petroleum Drilling Methods	4 3 3 3 3
TDR PET PET	2973 2123 2133 2143	Social Studies Elective General Physics I Surveying Practice I Mineral Rights & Leases Petroleum Drilling Methods Oil Field Services	4 3 3 3 3
PHY CSC PET PET	2973 2123 2133 2143 2143 2424 2323 2123 2233 2243	Social Studies Elective General Physics I Surveying Practice I Mineral Rights & Leases Petroleum Drilling Methods Oil Field Services Sophomore - Spring Semester Elective General Physics II FORTRAN Programming and Application Oil & Gas Reservoirs Oil & Gas Well Completions	4 3 3 3 3 19
PHY CSC PET PET	2973 2123 2133 2143 2143 2424 2323 2123 2233 2243	Social Studies Elective General Physics I Surveying Practice I Mineral Rights & Leases Petroleum Drilling Methods Oil Field Services Sophomore - Spring Semester Elective General Physics II FORTRAN Programming and Application Oil & Gas Reservoirs Oil & Gas Well Completions Petroleum Production	4 3 3 3 3 19

LAND MANAGEMENT OPTION

		Sophomore - Fall Semester	
		Social Studies Electives	3
ACC	1213	Principles of Accounting I	3
TDR	2973	Surveying Practice I	3
PET	2123	Mineral Rights & Leases	3
BAD	2413	Business Law I	3
DMT	2713	Principles of Real Estate	3
			18
		Sophomore - Spring Semester	
		Elective	3
ACC	1223	Principles of Accounting II	3
DMT	2723	Real Estate Law	3
PET	2153	Lease Negotiations & Agreements	3
PET	2223	Land Lease Management	3
PET	2263	Title Abstracts, Conveyances & Curative	3

ASSOCIATE IN APPLIED SCIENCE DEGREE 71/79 - 77 Semester Hours

PRE-PHARMACY

Freshman

		1 1 0 0 1 1 1 a 1 1	
BIO BIO CHE CHE ENG * MAT * MAT	1314 or 1324 2414 1213, 1223 1211, 1221 1113, 1123 1313 1323	Botany I or II Zoology I General Chemistry I & II General Chemistry Lab I & II English Composition I & II College Algebra Trigonometry Electives	4 4 6 2 6 3 6
			34
		Sophomore	
ECO CHE CHE PHY	2113 2423, 2433 2422, 2432 2414, 2424	Principles of Economics I Organic Chemistry I & II Organic Chemistry Lab General Physics I & II Electives	3 6 4 8 12

The choice of electives depends upon the school to which a student transfers.

^{*}MAT 1346 may be substituted for MAT 1313 and MAT 1323.

^{* *}Selcted with approval of program adviser

PHYSICAL EDUCATION

Freshman

ENG	1113, 1123	English Composition I & II	6
HPR	1111, 1121	General P.E. Activities I & II	2
HPR	1213	Personal & Community Health	3
HIS	1113, 1123	Western Civilization I & II	
		or	
HIS	2213, 2223	American (US) History I & II	6
* *		Science, Biological	3
* *		Science, Physical	3
* *		Fine Arts (music, art, dance, drama, theatre)	3
PSY	1513	General Psychology I	3
* *		Elective	3
			32
		Sanhamara	O.L.
		Sophomore	
ENG	2323, 2333	English Literature I & II	
ENG	2223, 2233	American Literature I & II	6
HPR	2111, 2121	General P.E. Activities III & IV	2
* *	,	Mathematics	3
EDU	2543	Educational Psychology	3
HEC	2813	Marriage & Family Living	3
* *		Math/Science Elective	3
SPT	1113	Oral Communication	3
EPY	2513	Child Psychology	
		or	
EPY	2523	Adolescent Psychology	3
* *		Electives	6
			32
		PHYSICAL SCIENCE	
		Freshman	
ENG	1113, 1123	English Composition I & II	6
* *		PE, Military Sci or March Band	2
*MAT	1313	College Algebra	3
*MAT	1323	Trigonometry	3
MAT	1613, 1623	Calculus I & II	6
* *		General Electives	6
CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
PHY	2313	Physics with Calculus - I	3
			37

 $^{^{\}star}$ MAT 1346 may be substituted for MAT 1313 and MAT 1323.

^{* *}Selected with approval of program adviser

Sophomore

ENG * *	2323, 2333	English Literature I & II	6 6
CHE	2421, 2431		
	2423, 2433	Organic Chemistry	8
		or	
CHE	2422, 2432		
	2423, 2433	Organic Chemistry	10
		or	
* *		Mathematics/Science Electives	6
PHY	2323, 2333	Physics with Calculus - II & III	6
MAT	2613, 2623	Calculus III & IV	6
		30, 32,	34

POSTAL MANAGEMENT TECHNOLOGY

Freshman

ENG EDP PMT	1113, 1123 1013 1113	English Composition I & II Introduction to Data Processing History and Organizational Postal Service Mathematics	6 3 3 3
ECO	2113	Principles of Economics I	3
ACC	1213	Principles of Accounting I	3
PSY	1513	General Psychology I	3
PMT	1123	Employee and Labor Relations	3
PMT	1133	Support Service	3
			30
		Sophomore	
ACC	1223	Principles of Accounting II	3
SPT	1113	Oral Communication	3
DMT	2163	Personnel Management	3
PMT	2113	Mail Processing I & II	3
PMT	2123	Customer Services	3
PMT	2133	Postal Problems Analysis	3
SOC	2113	Introduction to Sociology	3
ECO	2123	Principles of Economics II	3
* *		Electives	10
			34

 $^{^{\}star}\,^{\star}\text{Selected}$ with approval of program adviser

PUBLIC ADMINISTRATION

Freshman

ENG * *	1113, 1123	English Composition I & II	6 2
HIS	1113, 1123	Western Civilization I & II or	_
HIS	2213, 2223	American History I & II	6
PSC	1113	American National Government	3
* *		Science Elective	6
MAT	1313	College Algebra	3
SPT	1113	Oral Communication	3
* *		Elective	3
			32
		Sophomore	
ACC	1213, 1223	Principles of Accounting I & II	6
ECO	2113, 2123	Principles of Economics I & II	6
ENG	2323, 2333	English Literature I & II or	6
MFL	1213, 1223	Elementary Spanish I & II	6
PSC	1123	American State & Local Government	3
PSY	1513	General Psychology I	3
SOC	2113	Introduction to Sociology	3
MAT	1333	Finite Math	3
# #		Elective	2
			32

The Public Administration Program provides an educational experience from which a student can derive the knowledge and skills necessary to effectively fill a position in a municipal, state, or federal agency.

RESPIRATORY THERAPY

ADMISSION REQUIREMENTS

Hinds Junior College, in cooperation with Mississippi Baptist Medical Center, offers the Associate of Applied Science degree in Respiratory Therapy. Students must first be admitted to Hinds Junior College and complete Anatomy and Physiology before being considered for selection to the Respiratory Therapy Program. In addition the student must achieve a minimum composite score of 15 or above on the ACT test, a test select score for a respiratory therapist on the General Aptitude Test Battery, and arrange for a personal interview with a member of the department. Students who wish to major in Respiratory Therapy will be selected after the above requirements are met and have the approval of the Selection Committee.

Courses offered during the first year will be taken on the Hinds Junior College campus in Raymond. Courses taken beginning with the summer, after the first two semesters of the freshman year, will be taken at Mississippi Baptist Medical Center.

^{* *} Selected with approval of program adviser

A minimum grade of C on each respiratory therapy course is required for successful completion of the program.

Graduates are eligible for the registry examination offered by the National Board for Respiratory Therapy. The program is accredited by the Council on Medical Education of the American Medical Association.

1	Medic	al Association.		
			Summer	
	BIO	1514, 1524	Anatomy and Physiology	8
			Fall	
	ENG CHE CHE BIO PSY RTT	1113 1313 1311 2924 1513 1111	English Composition I Principles of Chemistry Principles of Chemistry Lab Microbiology General Psychology I Respiratory Therapy Orientation	3 1 4 3 1
			Spring	
			, •	
	ENG	1123	English Composition II	3
	CHE	1413	Introductory Organic & Biochemistry	3
	CHE	1411	Introductory Organic & Biochemistry Lab	1
	CHE	2623	Intro. to Clinical Pharmacology	3
	MAT	1233	Intermediate Algebra '	3
	MAT	1313	College Algebra	3
	RTT	1123	Respiratory Therapy Theory I	3
				16
		-	Summer	
	RTT	1133	Respiratory Therapy Theory II	3
	RTT	2312	Conference and Clinical Experience I	2
				5
			Summer	
	RTT	2163	Therapeutic Gas Administration I	3
	RTT	2322	Conference and Clinical Experience II	2
				5
			E "	
			Fall	
	RTT	2175	Therapeutic Gas Administration II	5
	RTT	2223	Airway Management	3
	RTT	2116	Advance Physiology I	6
	RTT	2334	Conference and Clinical Experience III	4
				18
			Spring	
	RTT	2235	Artificial Ventilation	5
		2200	Alunoidi Ventilation	0

RTT	2253	Pulmonary Function Testing	3
ווח	2200	,	3
RTT	2126	Advance Physiology II	6
RTT	241 2	Department and Personnel Management	2
RTT	2343	Conference and Clinical Experience IV	3
			19
		Summer	
RTT	2354	Conference and Clinical Experience V	4
RTT	2363	Conference and Clinical Experience VI	3
			7

SECRETARIAL SCIENCE PROGRAM

Secretarial, Administrative Assistant, Legal Secretarial, Medical Secretarial

(Two-Year Program)

Freshman

(Required Courses for all Options)

ENG	1113, 1123	English Composition I & II	6 3
* *		Psychology	3
SSC	1123	Intermediate Typewriting (Typewriting II)	3
SSC	1223	Intermediate Shorthand (Shorthand II)	3
SSC	1313	Records Management	3
SSC	1173	Business Communications	3
*		Electives (a student must schedule spelling	
		if indicated by guidance testing)	8
			32

Sophomore

Secretarial Option

SSC	2113	Advanced Typewriting (Typewriting III)	3
SSC	2213	Advanced Shorthand (Shorthand IV)	3
SSC	2223	Dictation and Transcription (Shorthand IIi)	3
SSC	2513	Reprographics	3
SSC	2523	Office Machines	3
SSC	2413	Office Procedures	3
* *		Accounting	3
* *		Machine Transcription	1
* *		Approved Electives	
		•	32

^{*}A minimum of nine hours electives in the two-year program must be selected from SSC offerings.

^{**}Selected with approval of program adviser

Administrative Assistant Option				
SSC	2113		Advanced Typewriting (Typewriting III)	3
SSC	2123		Production Typewriting (Typewriting IV)	3
SSC	2213 2223		Advanced Shorthand (Shorthand IV) Dictation and Transcription (Shorthand III)	3
SSC	2533		Word Processing I	3
SSC	2713		Office Management	3
SSC	2413		Office Procedures	3
* *			Accounting	3
* *			Machine Transcription	1
* *			Approved Electives	_ 7
				32
		Le	egal Secretarial Option	
SSC	2113		Advanced Typewriting (Typewriting III)	3
SSC	2123		Production Typewriting (Typewriting IV	3
SSC	2223		Dictation and Transcription (Shorthand III)	3
SSC	2213		Advanced Shorthand (Shorthand IV)	3
SSC	2533 2413		Word Processing I	3
SSC	2713		Office Management	3
SSC	1151		Legal Machine Transcription	1
SSC	2431		Legal Terminology	1
SSC	2423		Legal Office Procedures	3
* *			Approved Electives	6
				32
		Med	dical Secretarial Option	
SSC	2113		Advanced Typewriting (Typewriting III)	3
SSC	2213		Advanced Shorthand (Shorthand IV)	3
SSC	2223 2713		Dictation and Transcription (Shorthand III)	3 3
SSC	1613		Office Management	3
* *	1010		Accounting	3
MRS	1123,	1143	Medical Terminology I & II	6
SSC	1141		Medical Machine Transcription	1
MRS	1113		Medical Record Science I	3
SSC	2443		Medical Office Procedures	3
*			Approved elective	1
		INITENI	OWE OF EDIOAL TRAINING	32
			SIVE CLERICAL TRAINING	
			(One-Year Program) First Semester	
ENG	1113		English Composition I	3
SSC	1313		Records Management	3
			•	

^{*}A minimum of nine hours electives in the two-year program must be selected from SSC offerings.

^{* *}Selected with approval of program adviser

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* *		Typewriting Mathematics	3
**		SSC Elective (a student must schedule spelling if indicated by guidance testing) Elective	3
		Elective	1
			16
		Second Semester	
ENG SSC SSC **	1123 2523 2513 2413	English Composition II Office Machines Reprographics Office Procedures Typewriting Machine Transcription	3 3 3 3 1
	INTENSI	VE SECRETARIAL TRAINING	
		(One-Year Program)	
		First Semester	
ENG SSC SSC **	1113 1313 2523	English Composition I Records Management Office Machines Typewriting Shorthand Approved elective (a student must schedule	3 3 3 3
		spelling if indicated by guidance testing)	1,
			16
		Second Semester	
ENG SSC SSC **	1123 2413 2513	English Compostion II Office Procedures Reprographics Machine Transcription Typewriting Shorthand	3 3 1 3 3
			16
	0	FFICE MANAGEMENT	
		Freshman	
ENG * * * * Selected with	1113, 1123	English Composition I & II Typewriting Psychology	6 6 3
Ociected With	approvar or pro	gram adviser	

SSC SSC BAD	1313 2513 2413	Mathematics Records Management Reprographics Business Law Data Processing Elective	3 3 3 3 2
		Sophomore	
SSC ** SSC SSC SSC SSC **	2533 1173 2713 2523 2413	Word Processing Accounting Economics Business Communications Office Management Office Machines Office Procedures Electives	3 6 3 3 3 3 8
			32

SPEECH

Public Address or Speech Communication

Freshman

ENG	1113, 1123	English Composition I & II	6
* *		PE, Military Sci or March Band	2
* *		History	6
* *		Science	6
SPT	1113	Oral Communication (First Semester)	3
SPT	1153	Voice & Diction (Second Semester)	3
* *		Fine Arts or Acting I	3
PSY	1513	General Psychology I (Second Semester)	3
			32
		Sophomore	
ENG	2323, 2333		6
ENG SPT	2323, 2333 2143	English Literature I & II	6 3
	•	English Literature I & II	•
SPT	2143	English Literature I & II	3
SPT SPT	2143 1213	English Literature I & II Oral Interpretation (First Semester) Fundamentals of Theatre (Second Semester)	3
SPT SPT PSY	2143 1213 1523	English Literature I & II Oral Interpretation (First Semester) Fundamentals of Theatre (Second Semester) General Psychology II	3 3 3
SPT SPT PSY	2143 1213 1523	English Literature I & II Oral Interpretation (First Semester) Fundamentals of Theatre (Second Semester) General Psychology II Acting I or Fine Arts	3 3 3 3

^{*}A minimum of nine hours electives must be selected from SSC, BAD, MRS, DMT, or EDP offerings.

^{* *}Selected with approval of program adviser

Radio -TV - Film

Freshman

ENG * *	1113, 1123	English Composition I & II	6 2
SPT	1113	Oral Communications (First Semester)	3
SPT	1153	Voice & Diction (Second Semester)	3
JOU	1313	Principles of Journalism	3
PSY	1513	General Psychology I (Second Semester)	3
* *	1010	Science	6
* *		History	6
			32
		Sophomore	
ENG	2323, 2333	English Literature I & II	6
SPT	2143	Oral Interpretation (First Semester)	3
SPT	1213	Fundamentals of Theatre (Second Semester)	3
JOU	1323	Principles of Journalism II	3
PSY	1523	General Psychology II	3
* *		Fine Arts	3
* *		Electives	12
			33
	Speecl	h Pathology and Audiology	
		Freshman	
ENG	1113, 1123	English Composition I & II	6
* *	, 20	PE, Military Sci or March Band	2
BIO	2414, 2424	Zoology I & II	8
SPT	1113	Oral Communication (First Semester)	3
SPT	1153	Voice and Diction (Second Semester)	3
PSY	1513, 1523	General Psychology I & II	6
* *		History	6
			34
		Carbanasa	5 4
		Sophomore	

English Literature I & II

Personal and Community Health

Electives

3

3

3

3

6

6 30

* *Selected with approval of program adviser

ENG 2323, 2333

2513

2523

SOC 2113

HPR 1213

EPY

EPY

* *

Theatre

Freshman

ENG ** SPT SPT SPT	1113, 1123 1113 1153 1133	English Composition I & II PE, Military Sci or March Band Oral Communications (First Semester) Voice and Diction (Second Semester) Acting I (First Semester)	6 2 3 3
SPT	1241, 1251	Drama I & II	2 6
* *		History	6
		,	31
		Sophomore	
ENG SPT SPT	2323, 2333 2143 1213	English Literature I & II	6 3 3
SPT	1261, 1271	Drama III & IV	2
* *		Mathematics	3
* *		Fine Arts	3
PSY	1513, 1523	General Psychology I & II	6
* *		Electives	7
			33

SUPERVISION AND MANAGEMENT TECHNOLOGY

The Supervision and Management Technology program is designed for the adult who wants to become qualified for management or supervisory positions in the business, industry, or government area where currently employed. Students attend classes from 6:30 to 9:30 p.m. two nights per week and earn six credit hours per semester. The curriculum will lead to an Associate of Applied Science degree; it is not designed for transfer.

First Year

TRS ECO DMT	1313 2113 2513	Industrial Safety	3 3 3
TMT	2713	Principles of Supervision	3
MAT	1233	Intermediate Algebra	
		or	
TRS	1613	Technical Mathematics I	3 15
		Second Year	
ACC	1213	Principles of Accounting I	3
TMT	2694	Production Planning & Problems	4
TMT	2663	Motion and Time	3
DMT	2163	Personnel Management	3
ENG	1113	English Composition I	3
			16

^{* *} Selected with approval of program adviser

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		Third Year	
TMT TRS SOC ENG * * *	2623 1223 2113 1123	Introduction to Quality Control Industrial Psychology Introduction to Sociology English Composition II Elective	3 3 3 3 3
		Fourth Year	
EDP SPT TMT TMT * * *	1013 1113 2773 2213 2783	Introduction to Data Processing Oral Communications Job Analysis Labor Law for Supervisors Electives Labor Relations	3 3 3 3 3 3
		PRE-VETERINARY	
		PRE-VETERINANT	
		Freshman	
*MAT *MAT MAT BIO CHE CHE PSC **	1113, 1123 1313 1323 1613 2414, 2424 1211, 1221 1213, 1223 1113	English Composition I & II College Algebra Trigonometry Calculus I Zoology I & II General Chemistry Lab I & II General Chemistry I & II American National Government PE, Military Sci or March Band	6 3 3 8 2 6 3 2
		Sophomore	
CHE CHE PHY HIS	2422, 2432 2423, 2433 2414, 2424 2213	Organic Chemistry Lab I & II	4 6 8
		or	

*NOTE: Students are expected to have sufficient proficiency in algebra and trigonometry from high school to be placed (by appropriate tests) in Mathematics 1613. In cases of deficiency the student will need to take Mathematics 1313 and/or Mathematics 1323 perhaps as deficiency credit. MAT 1346 may be substituted for MAT 1313 and MAT 1323.

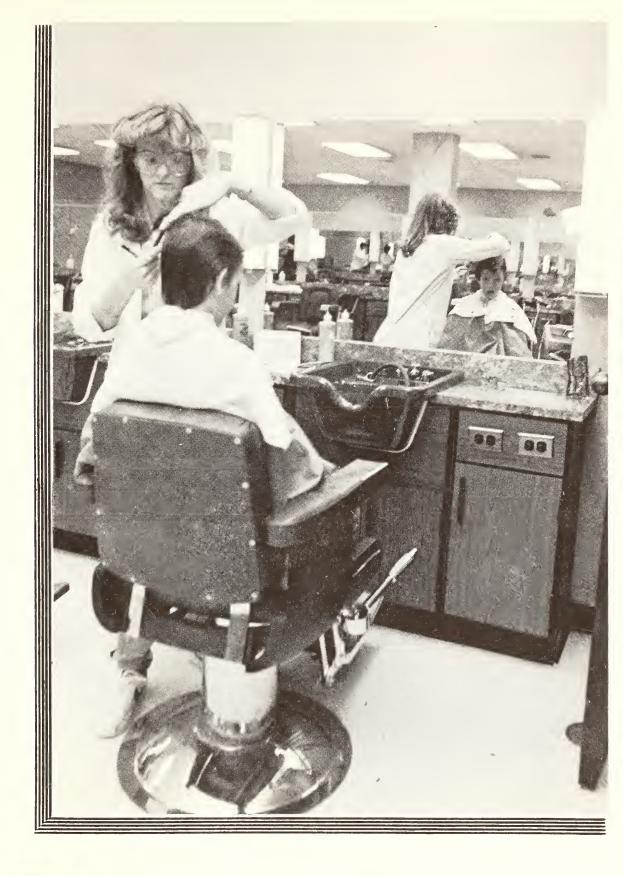
34

HIS

2223

^{* *}Selected with approval of program adviser

^{* * *} Selected from the following electives: ACC 1223, PSC 1113, REA 1233





V The Courses

Academic and Technical Course Description

On the following pages are listed and described all the academic and technical courses taught at Hinds Junior College. These courses are listed alphabetically and generally under their appropriate department or program.

The course description gives the following information:

- 1. Course number
- 2. Title or subject name
- 3. Number of hours of credit allowed upon successful completion

Example:

(COURSE NUMBER)		(TITLE OR SUBJECT NAME)	(CREDIT)
ACC	1213	Principles of Accounting I	3 SH
EDP	1013	Introduction to Data Processing	3 SH

This is followed by a description of the content of the course which may include the following:

- 1. Prerequisite a course which must be taken prior to the listed course.
- 2. Co-requisite A course which must be taken at the same time as the listed course.
- 3. Weekly participation. For Example: (3 hr lecture, 2 hr lab)

Semester hours (SH) credit is given for academic, technical and vocational courses and is recorded on a student's permanent record.

The numbering system used in this catalog follows the **Uniform Course Numbering System** in **Mississippi Public Junior Colleges**, 1981-1982, fourth edition.

Accounting

ACC 1213 Principles of Accounting I

3 SH

Meaning and purpose of accounting, emphasizing the accounting cycle, special journals, notes and interest, inventories, accruals and deferrals, internal control and payrolls. Applicable to the Applied Science requirements in the Technical Secretarial Science Program. (3 hr lecture)

ACC 1223 Principles of Accounting II

3 SH

(Prerequisite: ACC 1213) Second semester course in the fundamentals of accounting practice for partnerships, corporations, cost accounting, and financial statement analysis and evaluation. (3 hr lecture)

ACC 2213 Intermediate Accounting I

3 SH

(Prerequisite: ACC 1223) Designed for students in non-transfer business programs. Accounting theory and practice as applied to cash, receivables, inventories, investments, and other analytical processes. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

ACC 2223 Intermediate Accounting II

3 SH

(Prerequisite: ACC 2213) Designed for students in non-transfer business programs. Accounting theory and practice as applied to plant and equipment assets, corporate net worth, single entry, application of funds, and statement analysis, This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

ACC 2313 Cost Accounting

3 SH

(Prerequisite: ACC 1223) Designed for students in non-transfer business programs. Fundamental principles employed in accounting for the three elements of cost; materials, labor, and factory overhead expenses; the application of these principles in a job order system of cost accounting, and a standard cost system; and various miscellaneous techniques used in cost accounting. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

ACC 2413 Income Tax Accounting

3 SH

(Prerequisite: ACC 1223) Designed for students in non-transfer business programs. State and federal income tax and social security laws; preparation of reports required by both state and federal agencies for individuals and individual partnerships. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

Agriculture

See also AGRICULTURE TECHNOLOGY

AGR 1214 Animal Science

4 SH

Origin, history, characteristics, market classes, and grades of the major breeds of farm animals and poultry. (3 hr lecture, 2 hr lab)

AGR 1313 Plant Science

3 SH

Introductory course in plant life found on the farm. Special emphasis on structure of plants, plant growth, plant improvement, types of propagation, planting, cultivating, fertilizing, and harvesting. (2 hr lecture, 2 hr lab)

AGR 1413 Farm Machinery

3 SH

Proper care, principles of operation, adjustments, and repair of the different types of farm machinery; the proper selection of farm machinery; the selection and use of machines for the various soil types. (2 hr lecture, 2 hr lab)

AGR 1522 Introduction to Forestry

2 SH

Review of the history and development of forestry in the United States from revolutionary days to the present. Career opportunities presented by speakers from state and federal agencies and private industry. (2 hr lecture)

AGR 2223 Feeds and Feeding

3 SH

Digestion and assimilation of the nutrients fed to the various kinds of farm livestock, balance methods of a ration, and recommendation for preparing and feeding livestock the year round. (2 hr lecture, 2 hr lab)

AGR 2234 Meats Processing

4 SH

Survey of the meat industry — killing, curing, cooling, care and storage of meat products. Detailed study of meat, animal carcasses, and wholesale and retail meat products. (3 hr lecture, 2 hr lab)

AGR 2242 Meat Animal Evaluation

2 SH

Estimation of the value of live animals subsequently related to actual cut out values of the carcasses. (4 hr lab)

AGR 2253 Livestock Judging

3 SH

Scoring of individual and judging of representative groups of livestock from the standpoint of the breeder and the market. (1 hr lecture, 4 hr lab)

AGR 2314 Basic Soils

4 SH

Study of the formation of soils, analysis of soils, correction of soil problems; the study of composition and application of fertilizers. (3 hr lecture, 2 hr lab)

AGR 2323 Plant Propagation

3 SH

Study of the basic principles and practices involved in the propagation of plants, by seed, cuttings, grafting, and division. (3 hr lecture, 2 hr lab)

AGR 2713 Principles of Agriculture Economics

3 SH

General course in the basic principles of economics and their application to agriculture. Special emphasis on economic problems of agriculture. American economic development, production, and business organization; the law of diminishing returns, some principles of trade and production, farm organization, exchange value and the market price cost of production, price level movement, and the farm problem and the government. (3 hr lecture,)

Agricultural Technology

TAG 1323 Crops Science

3 SH

Study of cotton, soybean, and grain crops. Instruction in the proper management of crops from selection to harvesting. (2 hr lecture, 2 hr lab)

TAG 1442 Veterinary Medical Terminology

2 SH

Prefixes; suffixes; roots; abbreviations; disease, operative and drug terms. Terms related to all areas of veterinary medical specialties. (2 hr lecture)

TAG 1453 Animal Restraint and Medications

3 SH

Study and practice of restraining large and small animals, utilizing both chemical and physical means of safe and humane restraint. Basic terminology, usage measurement administration, and safe storage of drugs. (2 hr lecture, 2 hr lab)

TAG 1464 Animal Anatomy and Physiology

4 SH

Anatomy and physiology of large and small animals with emphasis on practical clinical application; the organization and function of the systems involved in the living parts which make up these systems. Selected cadavers dissected in the laboratory. (3 hr lecture, 2 hr lab)

TAG 1516 Clinical Experience I

6 SH

Practical animal technicians clinical experience in an approved veterinary clinic or related veterinary professional field. (10 weeks of experience)

TAG 1622 Farm Facilities

2 SH

Study of buildings and equipment. Includes fences, barns, creeps, ratering facilities, feeding areas, silos, feeding equipment used in the production of beef and dairy cattle and swine. (1 hr lecture, 2 hr lab)

TAG 1714 Parasites and Disease of Farm Animals

4 SH

Consideration of common infections and non-infectious diseases affecting domestic animals with emphasis on large animals. Parasites related to horses, cattle, sheep and hogs; morphology, life history, symptoms, preventions control, and treatment. (3 hr lecture, 2 hr lab)

TAG 2114 Veterinary Clinical Pathology I

4 SH

Study and practical application of veterinary diagnostic aids. Includes blood chemistry, urinalysis, fecal analysis, kidney and liver function tests, and collection of specimens such as urine and blood samples and samples for fungical and bacterial cultures. (3 hr lecture, 2 hr lab)

TAG 2124 Veterinary Clinical Pathology II

4 SH

Continuation of TAG 2114. Studies of the blood, blood forming tissues, hematopoiesis, morphology of cells, hemastasis and hemolytic diseases. Lab includes diagnostic tests for studies of the blood. (3 hr lecture, 2 hr lab)

TAG 2134 Agribusiness Management Procedures and Records

4 SH

The meaning and the purpose of agribusiness management procedures and the records involved, emphasizing the correct use of sales tickets, the determination of selling prices, and the proper use of warehouse receipts and storage records. (2 hr lecture, 4 hr lab)

TAG 2153 Agribusiness Advertising and Display

3 SH

A study of the different methods of advertising in agribusiness. Emphasis on the proper display of merchandise. Classroom work and actual experience in agribusinesses. (2 hr lecture, 2 hr lab)

TAG 2166 Veterinary Operating Room Techniques

6 SH

Study and practical application of sterile technique, preparation of the surgical site, operating room conduct, assisting the surgeon and dental prophylaxis; the principles of radiography, the use of disinfectants and antiseptics in veterinary medicine; nomenclature and basic uses of surgical instruments; preparation of packs, gowns, gloves, etc.; the use of sterilization equipment; and classification and physical properties of anesthetics used in large and small animal veterinary medicine and surgery.(3 hr lecture, 6 hr lab)

TAG 2263 Livestock Fitting and Grooming

3 SH

Principles and techniques involved in preparing livestock for show and sale. (1 hr lecture, 4 hr lab)

TAG 2413 Farm Management

3 SH

Decisions involved in organizing and operating a farm business using the basic principles of farm management, budgeting procedures, farm records, taxation and farm financing. (3 hr lecture)

TAG 2423 Agricultural Business Management

3 SH

Emphasis on the management of agricultural related industries such as farm-supply storės, farm cooperatives, agricultural marketing associations, processing plants, etc. Organization and structural make-up of industries, along with the financial, personnel and enterprise management. (3 hr lecture)

TAG 2433 Agricultural Marketing Techniques

3 SH

Present system of marketing farm products with emphasis on the principles, functions, agencies and methods used in the marketing process from farm owner to consumer. (3 hr lecture)

TAG 2443 Agricultural Chemicals and Pest Control

3 SH

(Prerequisite: CHE 1313 or consent of instructor) Farm pesticides used in the agricultural industry with emphasis on their composition, mode of action, limitations of use and laws regulating their use in relation to our environment. (3 hr lecture)

TAG 2466 Clinical and Hospital Techniques

6 SH

Study and practical application of basic clinical techniques required of the veterinary technician, terminology, usage, measurement, administration, drug inventory, and safe storage of drugs. (3 hr lecture, 6 hr lab)

TAG 2514 Beef Cattle Management I

4 SH

A study of fundamental principles and practical application of livestock production. (3 hr lecture, 2 hr lab)

TAG 2524 Beef Cattle Management II

4 SH

(Prerequisite: TAG 2514) A study of modern techniques used in the proper management of a beef cattle herd. (3 hr lecture, 2 hr lab)

TAG 2534 Agricultural Sales and Supplies

4 SH

A study providing specialized training in agricultural sales and supplies. Includes selling techniques, business procedures (wholesale and retail), financing, management, supplies, inventory, and facilities. Includes work experience. (2 hr lecture, 4 hr lab)

TAG 2614 Swine Management

4 SH

Feeding, management, breeding, production, and marketing of swine. (3 hr lecture, 2 hr lab)

TAG 2624 Physiology of Reproduction

4 SH

Study of the reproductive systems of the male and female bovine. A full study of reproductive physiology and the application of scientific practices. (3 hr lecture, 2 hr lab)

TAG 2723 Agribusiness Human Relations

3 SH

An in-depth study of human relations pertaining to employee-employer relations, employer-employee relations, employee-customer relations, and employer-customer relations in agribusinesses. (2 hr lecture)

TAG 2732 Farm Pastures

2 SH

Study of the establishment, nutritive value, use, yield, and maintenance of pasture plants and their relationship to livestock programs. (1 hr lecture, 2 hr lab)

ART

ART 1113 Understanding the Visual Arts

3 SH

Introduction to art forms from the various fields of visual art. Broad historical survey of architecture, sculpture, painting, and the minor arts. Stress on contributions of other cultures. (3 hr lecture)

ART 1213 Art Survey

3 SH

A studio course designed to familiarize the student with the fundamental elements of design, drawing, and painting and to develop useful and meaningful art vocabulary. A study of the work of prominent artists. Creative work in several different media and approaches. (1 hr lecture, 5 hr lab)

ART 1243 Inventive Crafts

3 SH

(Prerequisite ART 1413) Introduction to crafts and production methods with emphasis on practical lab in designing and making jewelry. (1 hr lecture, 5 hr lab)

ART 1253 Beginning Weaving

3 SH

A studio course in basic weaving techniques.(1 hr lecture, 5 hr lab)

ART 1313 Drawing I

3 SH

Study of basic principles of drawing methods and techniques with emphasis on line, perspective, and shading. Perceptual and manipulative exercises using ink, pencil, and charcoal (1 hr lecture, 5 hr lab).

ART 1323 Drawing II

3 SH

(Prerequisite ART 1313) Drawing with selected media with emphasis on composition in studies of landscape, still life, figure drawing, and selected matter (1 hr lecture, 5 hr lab)

ART 1413 Design I

3 SH

Emphasis on principles, elements and material in visual design. Inroduction to theory and terms. Use of composition and color theory (2 hr lecture, 4 hr lab)

ART 1423 Design II

3 SH

(Prerequisite ART 1413) Continuation of basic principles and elements of design. Study of methods and techniques in contemporary design. (2 hr lecture, 4 hr lab)

ART 2333 Introduction to Graphics

3 SH

(Prerequisite: ART 1423) Relief painting, intaglio, and serigraphy with emphasis on process and basic skills. (1 hr lecture, 5 hr lab)

ART 2373 Lettering and Signwriting

3 SH

A studio course designed to familiarize the student with the business of hand lettered show-cards and sign writing. To help the student develop skills and techniques necessary to become efficient as a professional. (1 hr lecture, 5 hr lab)

ART 2513 Painting I*

· 3 SH

(Prerequisite: ART 1313 and 1413 and sophomore standing) Introduction to painting, principles, and techniques in oil medium. (1 hr lecture, 5 hr lab)

ART 2523 Painting II*

3 SH

(Prerequisite: ART 1313 and 1413 and sophomore standing) Principles and techniques in painting with synthetic media. (1 hr lecture, 5 hr lab)

ART 2533 Painting III*

3 SH

(Prerequisite—ART 1313 or consent of instructor) Introduction to watercolor painting. Emphasis on development of individual technique, selection of subject matter, and preparation of materials—(3 hr directed class activities, 3 hr outside class work)

ART 2613 Ceramics I

3 SH

Principles and methods of making pottery by hand using slab, coil, hump mold, clay sculpture and other pottery techniques with an introduction to the potter's wheel. (1 hr lecture, 5 hr lab)

^{*}courses may be audited without meeting stated prerequisites

The Courses

ART 2623 Ceramics II 3 SH

(Prerequisite: ART 2613) Continuation of ART 2613 with emphasis on production by use of the potter's wheel. (1 hr lecture, 5 hr lab)

ART 2713 Art History I

3 SH

Survey course in historical background of art forms from Prehistoric to Renaissance. Emphasis placed on painting, architecture, and sculpture related to history. Open to all students. (3 hr lecture)

ART 2723 Art History II

3 SH

Renaissance to Twentieth Century. Special emphasis on modern expression in the field of art. Open to all students. (3 hr lecture)

ART 2913 Special Studio

3 SH

(Prerequisite: 6 semester hours of work in related studio) Independent study in an area of special interest. (1 hr critique, 5 hr lab)

Banking And Finance Technology

BFT 1113 Principles of Banking Operations

3 SH

Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. Descriptive orientation intentional. (3 hr lecture)

BFT 1123 Money and Banking

3 SH

Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stablization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking industry in affecting yield curves and the structuring of portfolios. (3 hr lecture)

BFT 1133 Bank Management

3 SH

New trends in the philosophy and practice of management. Study and application of the principles outlined provide a working knowledge of bank management. (3 hr lecture)

BFT 1143 Savings and Time Deposit Banking

3 SH

Historical development of savings institutions and an awareness of the basic economic function of the savings process as related to current operations and policies. Begins with a review of the economics of the savings process to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Review of different types of financial savings to describe the system of financial flows of income to capital investment. (3 hr lecture)

BFT 1153 Bank Letters and Reports

3 SH

For bank officers, supervisors, and employees who dictate or review correspondence. The

mechanical forms of bank letters and the psychological principles that help the letter writer achieve best results. Reviews letter forms, emphasizes fundamental principles underlying modern correspondence and examines different kinds of bank letters. (3 hr lecture)

BFT 1163 Supervision and Personnel Administration 3 SH

Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. (3 hr lecture)

BFT 1173 Law and Banking

3 SH

Introduction to basic American law, presenting the rules of law which underlie banking. Emphasis is on the Uniform Commercial Code. (3 hr lecture)

BFT 1213 Agriculture Finance

3 SH

General principles associated with the evaluation of management and the use of capital. To help the banker in satisfying the credit needs of modern agriculture. (3 hr lecture)

BFT 1223 Real Estate Finance

3 SH

Varied real estate mortgage credit operations of commercial banks. Main areas of real estate: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Introduction to the vocabulary of real estate assistance in the mortgage market; and financing of single-family homes, condominiums, industrial and agricultural properties, and shopping centers; analysis of mortgage credit; policies related to collection; administration of a bank's mortgage portfolio and the analysis of real estate investment yields. (3 hr lecture)

BFT 1313 Analyzing Financial Statements

3 SH

Organized into two main sections: characteristics of financial statements and financial statement analysis. Review of basic accounting principles for financial statement analysis. (3 hr lecture)

BFT 1323 Bank Cards

3 SH

An overview of the bank card industry. Dual objectives: to help the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions. Types of credit cards in use and their functions and the cardholder's profile, attitudes, and behavior; and credit-card operations-marketing, authorization, customer service, cost analysis and control, collection policies and procedures, and security and fraud. Evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. (3 hr lecture)

BFT 2113 Credit Administration

3 SH

Directed toward the executive level. Concerns statement and discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans. (3 hr lecture)

BFT 2123 Installment Credit

3 SH

Techniques of installment lending, presented concisely. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due; each phase of a bank's installment credit operation carefully scrutinized to the most efficient methods. Inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (3 hr lecture)

BFT 2213 Bank Public Relations and Marketing

3 SH

Basis of public relations, both internal and external, and the why, the what, and some of the how of public relations and marketing. Over-view for all bankers of the essentials of bank public relations and marketing. (3 hr lecture)

BFT 2223 Financing Business Enterprise

3 SH

Differences between lending and investing. Investing in a corporation and financing a corporation. Presented from the viewpoint of the corporated treasurer. (3 hr lecture)

BFT 2313 Bank Investments

3 SH

Nature of primary reserves and loanable funds and their uses. Analysis of primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. Study of yield changes as they affect a bank's long-term holdings. (3 hr lecture)

BFT 2413 Trust Functions and Service

3 SH

Services rendered by institutions engaged in trust business. Introduction to the services and duties involved in trust operations. Identifies the distinction between business and legal aspects of trust functions. (3 hr lecture)

BFT 2423 International Banking

3 SH

Basic framework and fundamentals of international banking; how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the currency to another country. (3 hr lecture)

BFT 2513 Fundamentals of Bank Data Processing

3 SH

Broadly based and non-technical explanation of electronic data processing as applied to banks. Geared to fundamental principles, concepts, and functions on the basis of what everyone in banking must know about the characteristics of automation; a general briefing on the essentials of bank data processing. Practical approach to equipment and techniques applied to the automation of banking systems. (3 hr lecture)

BFT 2523 Federal Reserve Systems

3 SH

Operations and policies of the Federal Reserve System during critical periods over the past 60 years. Topical rather than chronological, enabling students to compare and contrast Federal Reserve policies dealing with similar problems at different periods. Attention to international monetary affairs and economic developments affecting the American fiscal system. (3 hr lecture)

BFT 2613 Business Administration

3 SH

Emphasis on the managerial responsibility of carefully coordinating the many facets of a

business enterprise. Stresses administration, financial management, production, labor-management relations, marketing, coordination and control, and public relations. (3 hr lecture)

BFT 2713 Business Financial Management

3 SH

Principles of finance as applied to the operation of a profit seeking (nonbank) firm. Active participation in the process of financial administration and decision-making to teach the student to use the tools and techniques necessary for the efficient financial management of a modern business enterprise. (3 hr lecture)

BFT 2813 Management of Commercial Bank Funds

3 SH

Necessary principles for developing an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions. Brings together policies in the areas of loans, deposits, investments, and capital, and related each to the other. (3 hr lecture)

BFT 2823 Negotiable Instruments and the Payment Mechanism

3 SH

The presentation, review, and discussion of the legal aspects of negotiable instruments used in bank deposit and collection operation, and the payments mechanism. (3 hr lecture)

BFT 2833 Federal Regulation of Banking

3 SH

A concise description of the nature and scope of federal regulation of banking. Focus primarily on the why and what of federal banking regulation. (3 hr lecture)

BFT 2843 Branch Management

3 SH

Necessary principles for developing adequate branch management of operations, lending, and management functions. The course brings together policies in the areas of branch organization, teller functions, branch staffing operations, branch budgeting, platform functions, managerial operations, commercial lending, loan documentation, collateral, financial statements, elements of the financial statement, evaluating loan requests, credit checking, roles of the branch manager, theories of motivation, job enrichment, management by objective, performance evaluation, transactional analysis, and conflict resolution. (3 hr lecture)

Biology

BIO 1133 General Biology I

3 SH

General biological principles, history of life, a survey of plant structure and physiology, and principles of inheritance. Should not be used as prerequisite or in combination with BIO 1314, 1324, 2414, or 2424. (2 hr lecture, 2 hr lab)

BIO 1143 General Biology II

3 SH

Survey of animals and animal systems integrated with evolutionary and ecological principles. Should not be used as prerequisite or in combination with BIO 1314, 1324, 2414, or 2424. (2 hr lecture, 2 hr lab)

BIO 1314 Botany I

4 SH

Introduction to the study of plant life. A study of structure and functions of seed plants. (3 hr lecture, 2 hr lab)

BIO 1324 Botany II

4 SH

Plant reproduction and genetics. Algae, fungi, bacteria, mosses, ferns and related plants are studied. (3 hr lecture, 2 hr lab)

BIO 1514 Anatomy and Physiology I

4 SH

(Prerequisite: 1 unit of high school biology or BIO 1133 or its equivalent) Fundamental principles in the structure and function of the human body. Cell physiology, the skeletal, muscular and integumentary systems, and the nervous system up to the special senses. (3 hr lecture, 2 hr lab)

BIO 1524 Anatomy and Physiology II

4 SH

(Prerequisite: BIO 1514) Special senses, cardiovascular, respiratory, excretory, endocrine and reproductive systems with special emphasis on their application to fluid and electrolyte balance. (3 hr lecture, 2 hr lab)

BIO 1542 Nephrology

2 SH

Anatomy and physiology of the kidney and its relationship with respiratory and metabolic pH. Applicable to applied science requirements in the Respiratory Therapy Technology Program. (2 hr lecture)

BIO 1552 Nephrology Laboratory

2 SH

Analysis of both normal and abnormal microscopic elements; chemical procedures for albumin, reducing agents, and electrolytes. Applicable to applied science requirements in the Medical Laboratory Technician Program. (4 hr lab)

BIO 1852 Introduction to Clinical Laboratory

2 SH

General summary of diagnostic laboratory work. Rules and regulations of general conduct in a hospital laboratory. (2 hr lecture)

BIO 2313 Dendrology

3 SH

(Prerequisite: BIO 1314) Identification, recognition and morphological characteristics of woody plants. (2 hr lecture, 3 hr lab)

BIO 2414 Zoology I

4 SH

Biological principles integrated with a phylogenetic approach to invertebrates. Laboratory study and dissection of typical examples. For non-science or science majors. (3 hr lecture, 2 hr lab)

BIO 2424 Zoology II

4 SH

(Prerequisite: BIO 2414) Continuation of BIO 2414. Study of Chordates with emphasis on vertebrates. Laboratory study and dissection of vertebrates. For non-science or science majors. (3 hr lecture, 2 hr lab)

BIO 2614 Immunohematology

4 SH

(Prerequisite: BIO 2653) Blood cell antigens and their antibodies. Includes procedures performed in hospital blood banking. Applicable to applied science requirements in Medical Laboratory Technician Program. (2 hr lecture, 4 hr lab)

BIO 2653 Immunology and Serology

3 SH

Formation of antibodies and their reactions against specific antigens. Includes serological procedures of medical importance. Applicable to applied science requirements in Medical Laboratory Technician Program. (1 hr lecture, 4 hr lab)

BIO 2924 Microbiology

4 SH

General basic principles of microbiology. Special emphasis devoted to cell structure, metabolism, nutrition, sterilization techniques, pathogenic forms of bacteria, fungi, ricketsiae, and viruses. Applicable to applied science requirements in Medical Laboratory Technician Program. (3 hr lecture, 2 hr lab)

BIO 2965 Pathogenic Microbiology

5 SH

(Prerequisite: BIO 2924) Identification and culture methods for pathogenic bacteria. Applicable to applied science requirements in Medical Laboratory Technician Program. (3 hr lecture, 4 hr lab)

BIO 2973 Parasitology

3 SH

Epidemiology, morphology, and importance of animal parasites with emphasis on those affecting man. For Medical Laboratory Technicians and Biology majors. (2 hr lecture, 2 hr lab)

BIO 2991 Hemostasis

1 SH

(Co-requisite: BIO 2992 and BIO 2993) Action and interaction of coagulation factors, the extrinsic and intrinsic fibrinolytic pathways, and platelets critical role in hemostasis. Balance of procoagulants as well as inhibitors and the importance of theory as related to coagulation testing. (I hr lecture)

BIO 2992 Hematology Laboratory

2 SH

(Co-requisite: BIO 2993) Laboratory course using diagnostic tests for studies of the blood taught in the lecture. Applicable to applied science requirements in the Medical Laboratory Technician Program. (6 hr lab)

BIO 2993 Hematology

3 SH

(Co-requisite: BIO 2992) Studies of the blood and blood forming tissues, hematopoiesis, morphology of cells, hemostasis and hemolytic discrasis. Applicable to applied science requirements in Medical Laboratory Technician Program. (3 hr lecture)

Business Administration

BAD 2213 Principles of Marketing

3 SH

Designed for students in non-transfer business programs. Principles and problems of marketing goods and methods of distribution from producer or manufacturer to consumer. Types, functions, practices of wholesalers and retailers in the American marketing system and efficient marketing techniques in the development and expansion of markets. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

BAD 2323 Business Statistics

3 SH

(Prerequisite: MAT 1313) Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitive data for business management and control. (3 hr lecture)

BAD 2413 Business Law I

3 SH

Fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention to an introduction to law, contract, bailment, agency, personal and real property, bankruptcy, and negotiable instruments. (3 hr lecture)

BAD 2513 Principles of Management

3 SH

Designed for students in non-transfer business programs. Basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

BAD 2613 Principles of Finance

3 SH

Designed for students in non-transfer business programs. The objectives, tools, methods, and problems of financial management; financial analysis, planning, control, sources and uses of funds, capital budgeting decision making and asset management. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

Chemistry

Any chemistry lecture course having a concurrent lab course must be accompanied by that lab course unless the student's program of study does not require the lab. Furthermore, if the student has earned previous credit in either the lecture or the lab, the co-requisite requirement is waived.

CHE 1123 Laboratory Mathematics

3 SH

(Prerequisite: Four semester hours credit from the following: CHE 1211, 1213, or CHE 1311, 1313) Involves mathematics used in all medical laboratory procedures. Logarithms, ratio, elementary algebra, normal and molar solutions. Applicable to applied science requirements in the Medical Laboratory Technician Program. (3 hr lecture)

CHE 1133 Environmental Awareness I

3 SH

Survey of science dealing with social and environmental problems and emphasizing the relevance of chemistry, biology, and related fields to the student's daily life. A scientific, but non-technical, approach to many current problems, including environmental quality, energy utilization and shortage, population growth, and drug use and abuse. Designed for any student who wants to understand the present concern with environmental problems. (3 hr lecture)

CHE 1143 Environmental Awareness II

3 SH

Continuation of CHE 1133. (3 hr lecture)

CHE 1211 General Chemistry Laboratory I

1 SH

(Co-requisite: CHE 1213) Selected laboratory procedures to illustrate the principles taught in lecture. Special attention given to qualitative analysis (cations and anions), to quantitative procedures both gravimetric and volumetric as well as instrumental, and to environmental chemistry. (3 hr lab)

CHE 1213 General Chemistry I

3 SH

(Prerequisite: Two units of high school algebra OR credit OR registration in MAT 1233 OR

its equivalent **AND** one unit of high school chemistry OR credit in CHE 1313) Fundamental principles of inorganic chemistry which assumes some prior knowledge of these principles. Special attention given to atomic structure, chemical bonding, equilibrium, and environmental chemistry. Primarily for physical science, engineering, pre-medical, preveterinary, pre-pharmacy, pre-dental, pre-medical technology, and biology majors. (3 hr lecture)

CHE 1221 General Chemistry Laboratory II

1 SH

(Prerequisite: CHE 1211. Co-requisite: CHE 1223) Selected laboratory procedures to illustrate the principles taught in lecture. A continuation of CHE 1211. (3 hr lab)

CHE 1223 General Chemistry II

3 SH

(Prerequisite: CHE 1213. Co-requisite: CHE 1221) Continuation of CHE 1213. (3 hr lecture)

CHE 1311 Principles of Chemistry Laboratory I

1 SH

(Co-requisite: CHE 1313) Selected procedures to illustrate the principles taught in lecture. (3 hr lab)

CHE 1313 Principles of Chemistry I

3 SH

(Prerequisite: One unit of high school algebra or credit or registration in MAT 1203 or its equivalent. Co-requisite: CHE 1311) Lectures, demonstrations, films, and quizzes. Properties of matter and applications of inorganic principles. Serves as the prerequisite course to CHE 1413 and CHE 1213. Primarily for home economics, agriculture, respiratory therapy, and medical laboratory technician majors. (3 hr lecture)

CHE 1321 Principles of Chemistry Laboratory II

1 SH

(Prerequisite: CHE 1311. Co-requisite: CHE 1323) Selected procedures to illustrate the principles taught in lecture. (3 hr lab)

CHE 1323 Principles of Chemistry II

3 SH

(Prerequisite: CHE 1313. Co-requisite: CHE 1321) Continuation of CHE 1313. (3 hr lecture)

CHE 1411 Introductory Organic and Biochemistry Laboratory 1 SH

(Co-requisite: CHE 1413) Selected procedures to illustrate principles taught in lecture. (3 hr lab)

CHE 1413 Introductory Organic and Biochemistry

3 SH

(Prerequisite: CHE 1313 or CHE 1213. Co-requisite: CHE 1411) Fundamentals of organic and biological chemistry. A study of organic compounds of biological importance and some of the fundamental chemical processes associated with human biochemistry. (3 hr lecture)

CHE 2213 Clinical Instrumentation

3 SH

(Prerequisite: CHE 1211, 1213 or CHE 1411, 1413) Study of instruments used for diagnostic procedures in the clinical laboratory. Applicable to applied science requirements in the Medical Laboratory Technician Program. (3 hr lecture)

CHE 2411 Introductory Organic Chemistry Laboratory

1 SH

(Co-requisite: CHE 2413) Selected laboratory procedures to illustrate principles taught in lecture. (3 hr lab)

CHE 2413 Introductory Organic Chemistry

3 SH

(Prerequisite: CHE 1223 or CHE 1323. Co-requisite: CHE 2411) Brief course in fundamentals of organic chemistry for students of agriculture, home economics, and others in programs requiring only one semester of organic chemistry. (3 hr lecture)

CHE 2421 Organic Chemistry Laboratory I

1 SH

(Co-requisite: CHE 2423) Selected laboratory procedures to illustrate principles taught in lecture. (3 hr lab)

CHE 2422 Organic Chemistry Laboratory I

2 SH

(Co-requisite: CHE 2423) Selected laboratory procedures to illustrate principles taught in lecture. (6 hr lab)

CHE 2423 Organic Chemistry I

3 SH

(Prerequisite: CHE 1223. Co-requisite: CHE 2421 or CHE 2422) Introductory course which includes a study of nomenclature, structure, properties, synthesis, unknowns, and general applications of the fundamental types of organic compounds. (3 hr lecture)

CHE 2431 Organic Chemistry Laboratory II

1 SH

(Co-requisite: CHE 2433) Selected laboratory procedures to illustrate principles taught in lecture. (3 hr lab)

CHE 2432 Organic Chemistry Laboratory II

2 SH

(Co-requisite: CHE 2433) Selected laboratory procedures to illustrate principles taught in lecture. (6 hr lab)

CHE 2433 Organic Chemistry II

3 SH

(Prerequisite: CHE 2423. Co-requisite: CHE 2431 or CHE 2432) Continuation of CHE 2423. (3 hr lecture)

CHE 2612 Clinical Chemistry Laboratory

2 SH

(Co-requisite: CHE 2613) Selected laboratory procedures to illustrate principles taught in lecture. Applicable to applied science requirements in the Medical Laboratory Technician Program. (6 hr lab)

CHE 2613 Clinical Chemistry

3 SH

(Prerequisite: CHE 1411 & 1413. Co-requisite: CHE 2612) Study of inorganic and organic compounds of biological importance in the fundamental chemical processes of human biochemistry. Diagnostic chemistry procedure for aiding in diagnosis of disease processes. Diagnostic tests in bio-chemistry including those for carbohydrates, nitrogenous compounds, lipids, enzymes, and electrolytes. Applicable to applied science requirements in the Medical Laboratory Technician Program. (3 hr lecture)

CHE 2623 Introduction to Clinical Pharmacology

3 SH

(Prerequisite: BIO 1514) Introduction to pharmacology through presentations designed to encourage critical evaluation of the various drugs, their mode of action, proper dosage, and possible side effects. Correlation of appropriate drugs with disease states currently under study in introduction to clinical medicine. Emphasis on effective pharmacologic therapy for common pathologic conditions and selection of drugs based on a careful analysis of the individual patient. (3 hr lecture)

Child Care Services

CCD 1113 Introduction to Occupational Child Care Service

3 SH

Various stages of child growth including physical, intellectual, emotional and social development and learning experiences that foster this development. Emphasis on the child as a family member and opportunity for growth and development in the child care center. Emphasis on the importance of parent-center relationships, effective techniques of guidance and discipline, and practices of safety and health. (2 hr lecture, 2 hr lab)

CCD 1123 Art For Children

3 SH

Introduces a variety of creative art activities for young children. Basic instruction concerning the value of creative art when working with young children. Selection and objective use of art activities. (3 hr lecture)

CCD 1133 Language Arts in Preschool Program

3 SH

Study of importance and significance of language development for the preschool child. Emphasis on selection and use of literature to stimulate language and conceptual growth; creative activities designed to stimulate language development. (3 hr lecture)

CCD 1143 Creative Activities For Young Children

3 SH

Consideration of the child's first concepts in math, science, social studies, and other areas. Construction of creative teaching materials and exploration of effective ways to use them as learning experiences. (3 hr lecture)

CCD 1164 Day Care/Kindergarten Practicum I

4 SH

Supervised experience in a nursery laboratory school; planning and presentation of various types of learning experiences for young children. (I hr lecture, 6 hr lab)

CCD 2113 Child Nutrition & Health Care

3 SH

Basic information on human nutrition, nutritional value of foods, menu planning, and nutritional needs of the young child. Emphasis on establishing good eating habits early. Common diseases also studied. (3 hr lecture)

CCD 2124 Methods and Materials of Teaching Preschool Children

4 SH

Teaching techniques and procedures used for teaching preschool children; greater use of facilities and resource material available for teaching preschool children; critical analysis of these materials and objective use of them. (2 hr lecture, 4 hr lab)

CCD 2133 Physical-Motor Development for Young Children

3 SH

A study of physical and motor development from birth through preschool years with emphasis on methods and procedures of developing fine and gross motor skills. (3 hr lecture)

Leco 2163

Day Care/Kindergarten Administration

3 SH

Overall view of the complete Day Care/Kindergarten operation including philosophy, program, personnel, equipment, curriculum, and the place of the center in the community. (3 hr lecture)

CCD 2265

Day Care/Kindergarten Practicum II

5 SH

A continuation of Practicum I. (10 hr lab)

Commercial Design & Advertising

CDA 1123 Display Design

3 SH

(Prerequisite: CDA 1143 or consent of instructor) Three dimensional design emphasis in commercial window, counter, and interior display. (6 hr lab)

CDA 1133 Photography I

3 SH

(Prerequisite: 35mm camera) A basic introduction to 35mm black and white photography with emphasis on the camera, exposure, composition, lighting, and basic darkroom techniques involving negative developing and printmaking. (2 hr lecture, 2 hr lab)

CDA 1143 Commercial Design and Advertising Laboratory I

3 SH

Laboratory course designed to provide selected experiences involving layouts, renderings, illustrations, lettering, paste-ups, mechanicals, typesetting, and camera-ready art. Available to CDA students only. (6 hr lab)

CDA 2113 Basic Advertising Design I

3 SH

(Prerequisite: CDA 1143) Illustration, forms, layout designs, cartooning, newspaper ads, mechanical color separations, color keys, and darkroom techniques. (6 hr lab)

CDA 2123 Basic Advertising Design II

3 SH

(Prerequisite: CDA 2113) Continuation of Basic Advertising Design I developing composition, political advertising, an advertising campaign, and advertising production utilizing mechanical color separations, color key, and acetate screens and lettering. (6 hr lab)

CDA 2133 Photography II

3 SH

(Prerequisite: CDA 1133 and a 35mm camera) A continuation of CDA 1133 with emphasis on specialized assignments, camera techniques, and darkroom techniques. (2 hr lecture, 2 hr lab)

CDA 2153 Commercial Design & Advertising Laboratory II

3 SH

(Prerequisite: CDA 1143) Continuation of CDA 1143 with concentration on artwork, color, newspaper advertising, magazine advertising, television, direct mail, posters, and logo design. (6 hr lab)

CDA 2163 Practical Advertising Techniques

3 SH

Sophomore portfolio preparation and simulated job experience or control class for on-the-job training. Available to CDA students only. (1 hr lecture; 6 hr per week simulation or on-the-job, minimum)

CDA 2173 Special CDA Studio i

3 SH

(Prerequisite: 6 semester hours of CDA courses and consent of instructor) Independent study in an area of special interest to the student. (1 hr critique, 5 hr lab)

CDA 2183 Special CDA Studio II

3 SH

(Prerequisite: CDA 2173) Continuation of independent study with emphasis in an area of special interest to the student other than that covered in CDA 2173. (1 hr critique, 5 hr lab)

Communications

COM 1116 Communications

6 SH

Basic concepts of planning and developing written and oral communication, with emphasis on application of the concepts. Includes related skills in reading, listening, and visual perception. Equivalent to and may be substituted for ENG 1113 and SPT 1113. (6 hr lecture)

Computer Science

CSC 1213 BASIC Computer Programming

3 SH

Fundamentals of BASIC programming including aspects of scientific and business BASIC. Program statements, algorithms, and routines common to a wide variety of BASIC languages. Application to both minicomputers and large systems.

CSC 2323

FORTRAN Programming and Applications

. 3 SH

A course primarily for mathematics, engineering, and science majors. A study of the FOR-TRAN language and its applications to problems in mathematics, engineering and the sciences.

Cooperative Education

A maximum of 12 hours total can be earned for the Co-op work experience. (See also page 70.) Variable credit (1-3 hours) will be awarded on the basis of the number of hours worked per week:

 30 hours or more
 3 SH

 20 - 29 hours
 2 SH

 15 - 19 hours
 1 SH

To be offered on a TBA basis

COE 1011-1013 Cooperative Education Work Experience I

1-3 SH

First supervised work experience which is done in a job setting related to the student's major field of study. Under the supervision of the Director of Cooperative Education and department chairperson.

COE 1021-1023 Cooperative Education Work Experience II 1-3 SH

(Prerequisite: COE 1011-1013) Second supervised work experience.

COE 1031-1033 Cooperative Education Work Experience III 1-3 SH

(Prerequisite: COE 1021-1023) Third supervised work experience.

COE 1041-1043 Cooperative Education Work Experience IV 1-3 SH

(Prerequisite: COE 1031-1033) Fourth supervised work experience.

Criminal Justice

CRJ 1313 Introduction to Criminal Justice

3 SH

History, development, and philosophy of law enforcement in democratic society; introduction to agencies involved in the administration of criminal justice; career orientation. (3 hr lecture)

CRJ 1323 Police Administration and Organization

3 SH

Principles of police organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. (3 hr lecture)

CRJ 1363 Introduction to Correction

3 SH

A study of the correctional process from conviction to institutionalization. Includes a history of punishment and prisons, a study of rehabilitation in prisons, and an analysis of the rights of inmantes. (3 hours lecture)

CRJ 1383 Criminology

3 SH

(Prerequisite: SOC 2113) Introduction to deviant behavior and current criminological theories with emphasis on synthesis and police applications; crime prevention and the phenomena of crime. (3 hr lecture)

CRJ 2243 Riot Control

3 SH

Theory and practice in control of mobs and crowds, defense tactics, use of firearms, and control of explosives and dangerous articles. (34 hr lecture, 40 hr field work per semester)

CRJ 2313 Police Operations

3 SH

(Prerequisite: CRJ 1323) Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes traffic, investigative, juvenile, vice, and other specialized operational units. (3 hr lecture)

CRJ 2323 Criminal Law

3 SH

Local, state, and federal laws; their development, application, and enforcement. (3 hr lecture)

CRJ 2333 Criminal Investigation

3 SH

(Prerequisite: CRJ 2393) Fundamentals of criminal investigation; theory and history; crime scene to court room with emphasis on technique appropriate to specific crimes. (3 hr lecture)

CRJ 2393 Criminalistics

3 SH

Physical evidence, collection, identification, preservation, and transportation; crime laboratory capability and limitations; examination of physical evidence within resources of the investigator and demonstration of laboratory criminalistics to the extent supported by existing or available facilities. (3 hr lecture)

CRJ 2413 Law of Evidence

3 SH

Criminal evidence for police; types of evidence; criminal procedure in various courts; arrest, search, and seizure, collection of evidence, discretion, and related topcis. (3 hr lecture)

CRJ 2513 Law Enforcement and the Juvenile

3 SH

The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile elective agencies. Processing, detention, and disposition of cases. Statutes and court proceedings applied to juveniles. (3 hour lecture)

CRJ 2901 General Criminal Investigation Seminar

1 SH

Designed to acquaint the student with recent developments in the field of criminal investigations and with more advanced methods and techniques used in criminal investigations. (20 hr lecture)

CRJ 2912 Narcotics Investigation Seminar

2 SH

Designed to provide the student with educational experiences necessary to effectively identify and investigate narcotics violations. (40 hr lecture)

CRJ 2921 Homicide Investigation Seminar

1 SH

Designed to provide the student with educational experience necessary to effectively investigate homicide violations. (18 hr lecture)

CRJ 2931 Legal Matters Seminar

1 SH

Designed to provide the student with a general knowledge of criminal law and with specific legal procedures required to investigate violations of criminal statues. (20 hr lecture)

CRJ 2941 Motor Vehicle Theft Seminar

1 SH

State and federal statutes regarding motor vehicles, identifying motor vehicles, modus operandi in theft of motor vehicles, types of theft, disposing of the stolen vehicle, documents in regard to motor vehicles, physical evidence in motor vehicle theft cases and investigative techniques. (24 hr lecture)

CRJ 2951 Sex Crimes Seminar

1 SH

The perversion, motivating influences in sex offenses, the obscene telephone caller and letter writer, homosexuality, the lust murderer, and the child molester, physical evidence in sex crimes, and state laws applicable to sex offenses. (29½ hr lecture)

CRJ 2961 Advanced Narcotics Investigation Seminar

1 SH

Advanced methods of narcotics and drug enforcement as well as newly developed specialized equipment. (34 hr lecture)

CRJ 2971 Accident Investigation Seminar

1 SH

State and city statutes regarding operation of motor vehicles, determining the type of viola-

tion, procuring the physical evidence necessary for prosecution and preparation of necessary reports required in an effective accident investigation. (20 hr lecture)

CRJ 2982 Advanced Accident Investigation Seminar

2 SH

Designed to provide the student with an understanding of the traffic problem, the police role, and reasons for accident investigation. Also identification, description, gathering, and recording of factual data necessary for planning an effective accident prevention program. (70 hr lecture & lab)

CRJ 2991 Police Management and Leadership Seminar

1 SH

Principles of police organization and management as applied to law enforcement agencies. Introduction to concepts of organizational behavior. To provide the knowledge necessary to interpret and implement management theories in coping with human relationships involving the management system. (40 hr lecture)

Dental Assisting

DAS 1111 Orientation

1 SH

Beginning course in dental assisting. The development, function, status, and organization of the dental profession; and of the legal, ethical, moral and professional responsibilities of the dental assistant. (1 hr lecture)

DAS 1124 Dental Materials

4 SH

Study of the physical and chemical properties of dental materials. Lab sessions include measuring, manipulating, and preparing dental materials for use in the dental operatory and dental laboratory. (3 hr lecture, 3 hr lab)

DAS 1133 Practice Management

3 SH

Comprehensive study of the dental office business procedures. Topics covered: patient contact, patient records, insurance, financial records, telephone usage, office management, and professional ethics. (3 hr lecture)

DAS 1143 Dental Health Education

3 SH

Study of the nutritional needs of the body. Emphasis on nutritional requirements for maintaining good oral hygiene. Comprehensive study of the dental assistant's responsibilities in patient education as related to good oral health. (3 hr lecture)

DAS 1213 Dental Science I

3 SH

Physiology, anatomy, and morphology as related to the oral cavity. Content organized to include a study of the body systems, the anatomy of the head and neck, and the form of each of the 32 teeth. (3 hr lecture)

DAS 1223 Dental Science II

3 SH

(Prerequisite: DAS 1213) Microbiology, embryology, pathology, and pharmacology as related to dentistry. Content organized to give the student basic information required for effective dental assisting. (3 hr lecture)

DAS 1314 Chairside Assisting I

4 SH

Comprehensive study of information relating to assisting at the dental chair. Laboratory ses-

sions include all phases of chairside assisting from seating the patient to post operative care of the treatment room. (2 hr lecture, 6 hr lab)

DAS 1323 Chairside Assisting II

3 SH

(Prerequisite: DAS 1314) Continuation of the study of information related to assisting at the dental chair. Emphasis on techniques utilized in performing all dental procedures at the chair. Special consideration to assisting in the dental specialties. (2 hr lecture, 2 hr lab)

DAS 1333 Chairside Assisting III

3 SH

(Prerequisite: DAS 1314) Continuation of Chairside Assisting II. (2 hr lecture, 2 hr lab)

DAS 1413 Supervised Clinical Experience I

3 SH

Supervised clinical experience in an authorized dental clinic 16 hours per week plus one hour per week seminar with an instructor.

DAS 1422 Supervised Clinical Experience II

2 SH

One hundred and sixty clock hours of clinical experience in an authorized dental clinic plus one hour weekly seminar with an instructor.

DAS 1513 Radiology I

3 SH

Principles and safety precautions in dental radiology. Laboratory sessions include positioning, exposing, processing, and mounting bite-wing, occlusal, and periapical dental radiographs. (2 hr lecture, 3 hr lab)

DAS 1522 Radiology II

2 SH

(Prerequisite: DAS 1513) Continuation of Radiology I. Emphasis placed on clinical competence in exposing periapical radiographs. (2 hr lecture, 2 hr lab)

Diesel Technology

TDT 1113 Diesel Introduction

3 SH

Introduction to diesel fuel systems; a study of diesel lubricating systems, diesel cooling, air intake, and exhaust systems; and diesel electrical systems. (2 hr lecture, 2 hr lab)

TDT 1123 Maintenance and Electrical

3 SH

Diesel engine operation; maintenance of diesel lubricating and fuel systems; maintenance of diesel air, exhaust, and cooling systems; maintenance of diesel engines. (2 hr lecture, 2 hr lab)

TDT 1133 Diesel Cylinder Block

3 SH

Diesel engine disassembly; diesel cylinder block and components. (2 hr lecture, 2 hr lab)

TDT 1143 Diesel Engine Operation

3 SH

The function and maintenance of diesel cylinder heads, cylinder head components, and valve operating mechanism. Diesel fuel systems (specifications, testing, and troubleshooting); diesel intake systems and exhaust systems; diesel cooling and lubricating systems. (2 hr lecture, 2 hr lab)

TDT 1153 Diesel Engine Rebuild

3 SH

A complete coverage of diesel engine assembly; diesel engine tune-up and run-in; and analysis of diesel engines; and an introduction to diesel engine rebuilding. (2 hr lecture, 2 hr lab)

TDT 2115 Diesel Assembly, Inspection and Run-In

5 SH

Rebuild shop practices (diesel); diesel engine disassembly; and function, inspection, assembly, and rebuilding of diesel cylinder block group. Diesel accessory equipment and adaptions; and diesel engine testing and run-in. (2 hr lecture, 4 hr lab)

TDT 2213 Diesel Engine Cylinder Heads

3 SH

Diesel cylinder heads, cam followers, tappets, and rocker levels are included in this segment. Diesel Cummins PT fuel systems; diesel lubricating and cooling systems; and diesel drive units, intake and exhaust systems. (2 hr lecture, 2 hr lab)

TDT 2223 Gasoline Fuel and Ignition Systems

3 SH

Gasoline fuel systems and gasoline ignitions systems. (2 hr lecture, 2 hr lab)

TDT 2233 Gasoline Maintenance

3 SH

Tune-up of gasoline engines (diagnostics): gasoline engine maintenance, fuel system maintenance and overhaul engine maintenance, ignition system component maintenance and overhaul. (2 hr lecture, 2 hr lab)

TDT 2243 Diesel Brakes, Steering, Drive Systems

3 SH

Diesel air brake systems; diesel clutches, universals, propeller shafts, and axle assemblies; diesel transmissions; and diesel steering, springs, wheels, and tire. (2 hr lecture, 2 hr lab)

TDT 2314 Diesel Injection, Air Systems

4 SH

Diesel fuel systems; American Bosch systems; master injection systems; cooling air intake and exhaust systems. (2 hr lecture, 4 hr lab)

TDT 2324 Truck Lubricating, Overhaul, Air Conditioners

4 SH

Lubricating systems; engine maintenance; engine overhaul; and air conditioning (truck). (2 hr lecture, 4 hr lab)

Dietetic Assistant Program

DTT 1113 Food Service Systems Management I

3 SH

First in a series of four integrated courses in institutional food management. Overview of the basic fundamentals: food acceptance, food combinations, specification, selection, purchasing, storage, menu structure, food preparation, and legislation. (2 hr lecture, 2 hr lab)

DTT 1123 Food Service Systems Management II

3 SH

(Prerequisite: DTT 1113) Detailed study of quantity food preparation with emphasis on: quantity menu structure; food, service, and recipe standardization; food quality evaluation, utilization of left-overs; merchandising and promotion. Convenience foods and product development briefly surveyed. (2 hr lecture, 2 hr lab)

DTT 1133 Health Science and Medical Terminology for Dietetic Assistant

3 SH

A comprehensive coverage of the basic concepts of science and their relationship to normal and abnormal human structure and function. The major systems of the body discussed in detail. Includes terms related to all areas of medical science with emphasis on nutritional care. (3 hr lecture)

DTT 1213 Nutrition Care I

3 SH

Background understanding of food and habits in relation to nutrition. Emphasis on nutrition care throughout the life cycle, digestion, metabolism, and body functions. (3 hr lecture)

DTT 1223 Nutrition Care II

3 SH

Fundamentals of nutrition in health care. Instruction in routine hospital diets: food allowances and diet writing. Emphasis on terminology, diet foods, and patient tray set-up. (3 hr lecture)

DTT 1312 Health Field Study Seminar

2 SH

Guest speakers, field trips, and multi-media materials presented to define relationships existing between health care occupations. (2 hr lecture)

DTT 1413 Safety and Sanitation

3 SH

Detailed study into sanitary practices in food service. Emphasis on micro-organisms, food spoilage, foodborne illnesses, personal hygiene, safety standards. Cleaning procedures discussed. (3 hr lecture)

DTT 1511 Supervised Field Experience I

1 SH

Supervised observation in authorized health care facilities. Forty-five clock hours plus one hour per week seminar with instructor.

DTT 1522 Supervised Field Experience II

2 SH

Ninety clock hours of practical experience in an authorized facility plus one hour per week seminar with instructor.

DTT 1533 Supervised Field Experience III

3 SH

One hundred and thirty-five clock hours of practical experience plus one hour per week seminar with instructor.

DTT 2133 Food Service Systems Management III

3 SH

Detailed study of institutional food service organization and administration to cover administrative leadership; personnel management; cost control; data processing; employee selection, training, and scheduling. (3 hr lecture)

DTT 2341 Dietetic Seminar

1 SH

Research carried out by the student in major areas of Dietetics: the field, the roles, and responsibilities. (I hr lecture)

DTT 2534 Supervised Field Experience IV

4 SH

One hundred and thirty-five clock hours of practical experience plus one hour per week seminar with instructor.

DTT 2544 Supervised Field Experience V

4 SH

One hundred eighty clock hours of practical experience plus one hour per week seminar with instructor.

Distribution & Marketing Technology

DMT 1193 Work Experience & Project

3 SH

Minimum of 200 hours of work experience in the summer as approved by the DMT Department and the employing firm. Written report or project also required. Course available to DMT students only. (I hr lecture)

DMT 1211 Professional Development I

1 SH

Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels Available to DMT students only. (I hr lecture)

DMT 1221 Professional Development II

1 SH

Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels Available to DMT students only. (I hr lecture)

DMT 1233 Salesmanship

3 SH

Salesman in relation to firm, products, and customers. Emphasis on the pre-approach, approach, demonstration, handling of objections, and the close of a sale. (3 hr lecture)

DMT 1243 Simulated Business Training I

3 SH

Introductory job procedures involving job application and interview, employer-employee relations, customer relations, company policies, rules, and regulations. Also experiences in selling, package wrapping, and cash register operation. (3 hr lecture)

DMT 1313 Business Mathematics

3 SH

Emphasis on the study of the fundamental processes, fractions, decimals, percentages, and problem solving. Application of fundamental processes to business problems. (3 hr lecture)

DMT 2113 Marketing

3 SH

Principles and problems of marketing goods and methods of distribution from the producer or manufacturer to the consumer. Types, functions, practices of wholesalers and retailers in the American marketing system, and efficient marketing techniques in the development and expansion of markets. (3 hr lecture)

DMT 2123 Textiles

3 SH

Study of basic textile terminology and textile fibers. Emphasis on identification, construction, and fabric finishes. (3 hr lecture)

DMT 2143 Advertising

3 SH

Role of advertising in a free economy. Place of advertising in the media of mass communication. Advertising appeals; product and marketing research; selection of media; means of testing the effectiveness of advertising; and advertising copy for various media. (3 hr lecture)

DMT 2163 Personnel Management

3 SH

Study of the objectives, functions, and organization of personnel programs. Emphasis on job evaluation, selection and placement, education and training, employee services and relationships, and management-labor relations. (3 hr lecture)

DMT 2173 Sales Management

3 SH

Study of successful sales executive's qualities and characteristics. Emphasis on pricing, distribution, promotion, and brand management; also managerial decisions involved in recruiting, selecting, training and motivating salesmen. (3 hr lecture)

DMT 2211 Professional Development III

1 SH

Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)

DMT 2221 Professional Development IV

1 SH

Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)

DMT 2233 Fashion Merchandising

3 SH

Introduction to the field of fashion with emphasis on its historical development and trends, career opportunities, marketers, and merchandising methods. (3 hr lecture)

DMT 2243 Retailing I

3 SH

Introduction to retailing with emphasis on the organization of retail institutions. Personnel, buying, and merchandising functions. (3 hr lecture)

DMT 2253 Retailing II

3 SH

Continuation of Retailing I with emphasis on financial control, customer operations, sales promotion, store management, and other business functions. Attention to systematic problem-solving techniques. (3 hr lecture)

DMT 2263 Simulated Business Training II

3 SH

Selected experiences involving buying, sales promotion, inventory procedures, and marketing research. (3 hr lecture)

DMT 2273 Fashion Buying

3 SH

Comprehensive study of fashion buying principles designed to prepare the student for employment as an assistant buyer or buyer of fashion merchandise. (3 hr lecture)

DMT 2283 Fashion Design

3 SH

Fashion design history, color theory, and styling terminology. Emphasis on silhouette, color, and accessories. (3 hr lecture)

DMT 2513 Principles of Management

3 SH

Study of the basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in the business enterprise. (3 hr lecture)

DMT 2523 Marketing and Management Cases

3 SH

(Prerequisite: DMT 2113 and DMT 2513) Selected case studies in marketing and management to give the student greater depth in business decision making. (3 hr lecture)

DMT 2713 Principles of Real Estate

3 SH

A survey of the problems involved in the acquisition, transfer, operation, and management of real estate. (3 hr lecture)

DMT 2723 Real Estate Law

3 SH

The law of real property and the law of estate brokerage. (3 hr lecture)

DMT 2733 Real Estate Sales

3 SH

A study of the methods and techniques employed by real estate salespersons in the sale and promotion of real estate. (3 hr lecture)

DMT 2743 Real Estate Appraisal

3 SH

Methods, procedures, and evaluation techniques of appraising commercial and residential real property under various conditions. (3 hr lecture)

DMT 2753 Real Estate Finance

3 SH

Analysis of real estate financing; includes sources and procedures for financing different types of real estate. (3 hr lecture)

Drafting Technology

TDR 1553 Fundamentals of Drafting

3 SH

Instruction in use and care of instruments, drafting fundamentals, applied geometry, orthographic drawing and sketching, pictorial drawing and sketching, auxiliaries, sections and conventions, and technical lettering. (I hr lecture, 5 hr lab)

TDR 1563 Machine Drafting

3 SH

(Prerequisite: TDR 1553) Instruction in threads and fasteners, drawings and the shop, charts, graphs and diagrams, gears and cams, jigs and fixtures, and working drawings. (1 hr lecture, 5 hr lab)

TDR 1573 Building Construction Estimating

3 SH

Current estimating principles and practices, application of the principles through the study

of blueprints and specifications of buildings actually under construction, and legal documents related to the building industry. (3 hr lecture)

TDR 2233 Descriptive Geometry

3 SH

(Prerequisite: TDR 1553) Theory and problems designed to develop the ability to visualize points, lines, and surfaces in space; to relate them to each other; and to apply these relationships in the solution of drafting problems. (1 hr lecture, 4 hr lab)

TDR 2454 Electrical - Piping - Sheet Metal Drafting

4 SH

(Prerequisite: TDR 1553) Survey in the techniques, planning, and drafting of mechanical and electrical plans and objects. Efficient use of all common types of applicable handbooks, code books, and other standard references as an integral part of drafting. (2 hr lecture, 6 hr lab)

TDR 2516 Drafting Seminar

6 SH

(Prerequisite: sophomore standing) Research carried out by the student in major area of drafting. Presentation of ideas in the form of drawings, models and other media as needed. Emphasis on actual methods and practice as used in industry. (3 hr lecture, 6 hr lab)

TDR 2523 Supervised Field Experience I

3 SH

(Prerequisite: Sophomore standing in technical drafting) Supervised and approved on-the-job training. (1 hr lecture, 15 hrs on-the-job training lab, minimum)

TDR 2533 Supervised Field Experience II

3 SH

(Prerequisite: Sophomore standing in technical drafting) Supervised and approved on-the-job training. (1 hr lecture, 15 hrs on-the-job training lab, minimum)

TDR 2573 Electronic Drafting

3 SH

(Prerequisite: TDR 1553) Instruction in electronic and electrical symbols and application through drawings and schematic diagrams. (1 hr lecture, 5 hr lab)

TDR 2654 Structural Drafting

4 SH

(Prerequisite: TDR 1553) Instruction in basic principles and procedures of structural features such as buildings, bridges, and highway construction and structural steel. (2 hr lecture, 4 hr lab)

TDR 2806 Architectural Drafting and Design

6 SH

(Prerequisite: TDR 1553 & 2654) Instruction in principles and theory of design, use of modern construction materials, detail and quantity estimating of building costs, preparation of detail working drawings. (3 hr lecture, 6 hr lab)

TDR 2813 Building Construction Processes I

3 SH

(Prerequisite: TDR 1553) Materials of construction, their properties, manufacture, characteristics, and use. Emphasis on selection of materials, soils, masonry, wood, and steel. (1 hr lecture, 5 hr lab)

TDR 2823 Building Construction Processes II

3 SH

(Prerequisite: TDR 1553) Materials of construction with emphasis on plaster, roofing,

sheetmetal, floor and wall covering, door and window hardware, paint, and glass. (1 hr lecture, 5 hr lab)

TDR 2903 Topographic Drawing

3 SH

(Prerequisite: TDR 1553) Interpretation, reduction, and recording of data gathered from surveying notes, lettering, symbols, and procedure for the production of maps. (1 hr lecture, 5 hr lab)

TDR 2913 Land and Geological Drafting

3 SH

(Prerequisite: TDR 1553) Land Map terminology, data and division including longitude and latitude, surveys, acreage and meets and bounds. Interpretation and recording data showing distribution and sections of various rock types and structural features on lithographic, stratigraphic and ispach maps.

TDR 2923 Cartographic Drafting

3 SH

(Prerequisite: TDR 1553) Instruction in the basic principles of the art of map making, the processes and procedures used through all stages of map production, the correct use of the cartographer's tools and equipment, and the various reproduction methods employed. (2 hr lecture, 4 hr lab)

TDR 2953 Tool Design

3 SH

(Prerequisite: TMT 1614 and TDR 1563) Mass production methods and tools used in modern manufacturing. Laboratory study in designing cutting tools, gauges, jigs, fixtures, and dies. Production procedures related to use of industrial tools. (1 hr lecture, 4 hr lab)

TDR 2973 Surveying Practice I

3 SH

(Prerequisite: TDR 1553 and MAT 1323) Theory and field work in measurements, land surveying, and grading. Staking out lot lines, building lines, grade and utility lines. (1 hr lecture, 5 hr lab)

TDR 2983 Surveying Practice II

3 SH

(Prerequisite: TDR 2973) Continuation of TDR 2973 and TDR 2903 with emphasis on the development of sophisticated field methods, drafting techniques and applications. (1 hr lecture, 5 hr lab)

Economics

ECO 1133 Consumer Economics

3 SH

Introduction to basic concepts of economics and consumer behavior. Emphasis on basic economic principles and current economic problems and policies, consumer buying and budgeting, consumer credit acquisition and utilization, insurance, and estate planning. Applicable to applied science requirements in two-year secretarial science program. (3 hr lecture)

ECO 2113 Principles of Economics I

3 SH

Introduction to economic principles, problems, and policies with emphasis on the level of national income, employment, and prices. (3 hr lecture)

ECO 2123 Principles of Economics II

3 SH

(Prerequisite: ECO 2113) Continuation of ECO 2113, with emphasis on production, price, and distribution theory under various degrees of competition. (3 hr lecture)

Education

EDU 1211 College Orientation

1 SH

A discussion of academic regulations, student services, financial aid, veterans' procedures, student activities, graduation requirements, and other selected topics appropriate for student matriculation at Hinds Junior College. (2 hr lecture)

EDU 1311 Career Exploration

1 SH

To assist students in selecting a college major. Interest tests, personality inventories, and aptitude tests to help students choose careers. A variety of occupational learning experiences. (2 hr lecture)

Electronic Data Processing

EDP 1013 Introduction to Data Processing

3 SH

Survey of data processing from manual systems through computer systems. Emphasis on practical application of data processing to business problems. An overview of the computer industry and computer programming. (3 hr lecture)

EDP 1111 Keypunch & Verifier

1 SH

Study of data organization, card coding, and keypunch operation as well as practice in actual keypunch operation. (2 hr lab for nine weeks)

EDP 1614 Keypunch Operation

4 SH

(Prerequisite: One year of high school typing and credit for or enrollment in EDP 1013) Designed to develop a proficiency in keypunch operation. Study of how to operate the keypunch and practice in keypunch operation. (1 hr lecture, 6 hr lab)

EDP 1713 Computer Operations

3 SH

(Prerequisite: EDP 1013) Designed to develop proficiency in computer operations. Some unit record operation and practice in utilizing utility programs and reacting to error situations on computer systems. Data control also practiced. (2 hr lecture, 2 hr lab)

EDP 1815 RPG Programming I

5 SH

(Prerequisite: EDP 1013) Designed to introduce the student to the Report Program Generator (RPG) programming language. Practice in writing, compiling, debugging, testing, and documenting RPG programs which utilize the basic features of the language. (2 hr lecture, 6 hr lab)

EDP 2123 Systems Analysis & Design I

3 SH

(Prerequisite: Credit for or enrollment in EDP 2815) Use of data processing equipment and management sciences meeting information needs of business. Development and design of

data processing systems. Three stages in evolution of system, analysis of present information flow, systems specifications and equipment selections, implementation of system. (3 hr lecture)

EDP 2163 Systems Analysis & Design II

3 SH

(Prerequisite: EDP 2123) Continuation of EDP 2123. (3 hr lecture)

EDP 2815 COBOL Programming I

5 SH

(Prerequisite: EDP 1013) Designed to introduce the student to the Common Business Oriented Language (COBOL). Practice in writing, compiling, debugging, testing, and documenting COBOL programs which utilize the basic features of the language. Necessarily includes a study of flowcharting programs. (3 hr lecture, 4 hr lab)

EDP 2825 RPG Programming II

5 SH

(Prerequisite: EDP 1815, enrollment in EDP 2163) Continuation of EDP 1815. Includes use of most of the features of the RPG language. Special emphasis on systems of programs, multifile applications, and documentation. (2 hr lecture, 6 hr lab)

EDP 2835 COBOL Programming II

5 SH

(Prerequisite: EDP 2815, enrollment in EDP 2163) Continuation of EDP 2815. Includes use of most of the features of the COBOL language. Special emphasis on systems of programs, multifile applications, and documentation. (2 hr lecture, 6 hr lab)

Electronics Technology

TEL 1323 Survey of Electronics

3 SH

Introduction to electron tubes and semiconductors. Non-mathematic treatment of most topics to provide the student with an understanding of electronic circuits. (3 hr lecture)

TEL 1333 Electronic Shop Practices

3 SH

Proper and correct use of hand tools. Soldering and desoldering techniques. Layout and construction of printed circuit boards. Safety practices. (3 hr lecture)

TEL 1356 Electricity for Electronics

6 SH

Basic study of direct and alternating current, magnetism, resistance, inductance, capacitance, and reasonance. (3 hr lecture, 6 hr lab)

TEL 1376 Basic Electron Devices and Circuits

6 SH

Fundamentals of vacuum tubes and basic circuitry. Introduction to semiconductor principles and various semiconductor devices. Uses of these devices in representative circuits. (3 hr lecture, 6 hr lab)

TEL 2343 FCC Examination Preparation

3 SH

(Prerequisite: TEL 1356 and 1376) Intensive preparation for students planning to take 1st, 2nd, or 3rd Class radio-telephone examination. Both theory and mathematics. Periodic FCC type tests. (3 hr lecture)

TEL 2346 Digital Fundamentals

6 SH

(Prerequisite: TEL 1356, TEL 1376 or equivalent) Principles of waveshaping. Theory, analysis and design of discrete digital circuits. Extensive use of test equipment. Introduction to non-linear integrated circuits. (3 hr lecture, 6 hr lab)

TEL 2386 Basic Video Systems

6 SH

(Prerequisite: TEL 1356 and TEL 1376 or equivalent) Fundamentals of electronic systems employing video techniques. Diagnosis and repair of malfunctions in electronic apparatus. Emphasis on logical troubleshooting. (3 hr lecture, 6 hr lab)

TEL 2416 Electronics Communications Circuits

6 SH

(Prerequisite: TEL 1356 and TEL 1376 or equivalent) Basic principles of reception, transmission, modulation, demodulation, transmission lines and associated equipment. Covers FM and AM. Provides information useful in passing FCC examinations. (3 hr lecture, 6 hr lab)

TEL 2426 Digital Integrated Circuits

6 SH

(Prerequisite: TEL 1356, TEL 1376, or instructor's consent) Theory, analysis and application of modern integrated circuits to logic gates, arithmetic functions, counting, timing and display circuits. TTL and CMOS will be discussed. "Hands On" lab exercises in typical circuitry. (3 hr lecture, 6 hr lab)

TEL 2443 Pulse Circuits

3 SH

(Prerequisite: TEL 1356 and TEL 1376 or equivalent) Non-sinusoidal oscillators. Triggering and gating circuits. Transients and wave-shaping circuits. (3 hr lecture)

TEL 2463 Computer Logic Analysis

3 SH

Number systems. Binary arithmetic and codes. Conversion methods. Analysis of circuits by Boolean algebra and Darnaugh maps. Basic logic circuitry. (3 hr lecture)

TEL 2466 Linear Integrated Circuits

6 SH

(Prerequisite: TEL 1356 and TEL 1376 or equivalent) Introduction to operational and differential amplifiers and their application in electronic circuits. Voltage regulators. Phase locked loops. (3 hr lecture, 6 hr lab)

TEL 2533 Programming Fundamentals

3 SH

(Prerequisite: Instructor's consent) Programming of digital computers using machine language and BASIC. Hands-on programming of programmable calculators and a microcomputer. (3 hr lecture)

TEL 2556 Introduction to Microprocessors

6 SH

(Prerequisite: TEL 1356, TEL 1376 or instructor's consent) Introduction to micro-processors through the use of instruction sets. Software and machine language programming. Hands-on laboratory use of at least one type of microprocessor. (3 hr lecture, 6 hr lab)

Engineering

EGR 2413 Engineering Mechanics

3 SH

(Prerequisite: PHY 2414 or 2313 and credit or registration in MAT 2613) Statics. (3 hr lecture)

English

So that students might receive appropriate instruction, all entering freshmen are tested and placed at a level where they can achieve course goals.

Available from the English Department is a brochure which explains department policy. Covered are such things as placement, grammar and usage testing, approaches in freshman composition and English literature, and independent study.

ENG 1103 Basic Studies in English

3 SH

Institutional credit only. Will not substitute for the English requirements in any curriculum. Stresses basic communication skills - writing of outlines, paragraphs, and summaries - with a review of mechanics, vocabulary, and sentence patterns included. (3 hr lecture)

ENG 1113 English Composition I

3 SH

Emphasis on the basic principles of composition with special attention given to the writing of expository papers. (3 hr lecture)

ENG 1123 English Composition II

3 SH

(Prerequisite: ENG 1113 or 1213) A continuation of the development of writing skills emphasized in the prerequisite course. Techniques of research documentation and synthesis of material are included. (3 hr lecture)

ENG 1203 Fundamentals of Composition

3 SH

A general review of grammar and mechanics. The course stresses basic communication skills with emphasis on vocabulary building, sentence structure and paragraph development.

ENG 1213 Honors Composition I

3 SH

Substitutes for ENG 1113. Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material, and precise writing. Enrollment by recommendation. (3 hr lecture)

ENG 1223 Honors Composition II

3 SH

(Prerequisite: ENG 1113 or 1213) Substitutes for ENG 1123. Builds upon the skills acquired in first semester composition. Special attention given to critical reading of selections from various literary genres, to written analyses based upon the selections, to using the library, and to documented research writing. Enrollment by recommendation. (3 hr lecture)

ENG 2223 American Literature I

3 SH

(Prerequisite: Six semester hours in Freshman Composition) Survey of American literature from William Bradford's journal begun in 1630 through the romantic movement of the nineteenth century. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2233 American Literature II

3 SH

(Prerequisite: Six semester hours in Freshman Composition) Survey of American literature from the rise of realism in the nineteenth century through the works of present day American writers. Study of the great movements, philosophies, works, and authors of the American heritage. (3 hr lecture)

ENG 2323 English Literature I

3 SH

(Prerequisite: Six semester hours in Freshman Composition) Survey of English literature from its beginning until 1798. Acquaints the student with the great movements affecting English literary development and philosophies, the authors, and their writing. (3 hr lecture)

ENG 2333 English Literature II

3 SH

(Prerequisite: Six semester hours in Freshman Composition) Survey of English literature from 1798 to present time. Acquaints the student with the great movements affecting English literary development and philosophies, the authors, and their writings. (3 hr lecture)

ENG 2353 Honors English Literature I

3 SH

(Prerequisite: Six semester hours in Freshman Composition) Substitutes for ENG 2323. Designed for students who have a special interest in English literature and who have at least a **B** average in Freshman Composition. A study of English literature from its beginning until 1798. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2363 Honors English Literature II

3 SH

(Prerequisite: Six semester hours in Freshman Composition) Substitutes for ENG 2333. Designed for students who have a special interest in English literature and who have at least a **B** average in Freshman Composition. A study of English literature from 1798 until the present. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation.(3 hr lecture)

ENG 2913 Occupational Writing

3 SH

(Prerequisite: Six semester hours in Freshman Composition or consent of instructor) Assesses the student's career goals and current on-the-job demands. An individualized writing program planned to complement those career goals to raise on-the-job writing efficiency. May cover wide range of types of writing such as minutes of business meetings, instruction manuals, brochures, book reviews, observation/experience/research articles, and articles for local, regional, and national periodicals. (3 hr lecture)

ENG 2923 Professional Writing

3 SH

(Prerequisite: Six semester hours in Freshman Composition or consent of the instructor) Designed for students interested in writing as a marketable skill and in writing as a profession. Special emphasis given to meeting specific publishing requirements. Major focus on individual direction in creative writing, such as novels, short stories, poems, plays, television scripts, and magazine articles. (3 hr lecture)

Fire Protection and Safety Technology

TFS 1813 Introduction to Fire Technology

3 SH

Survey of and introduction to incidents of fire; the principles of fire prevention, suppression, and protection; a review of municipal fire protection ratings and components; survey of professional fire protection career opportunities. (2 hr lecture, 2 hr lab)

TFS 1823 State and Local Fire Laws

3 SH

Study of the law as it affects the fireman, duties, responsibilities, and authority as governed by law. (3 hr lecture)

TFS 1833 Fire Fighting Tactics and Strategy I

3 SH

Study of the basic concepts involved in fire fighting, including fire behavior, fire fighting fundamentals, principles of extinguishment; the proper role for and utilization of various fire companies, preplanning fire tactics. (2 hr lecture, 2 hr lab)

TFS 1843 Fire Fighting Tactics and Strategy II

3 SH

Study of the principles utilized on fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire on up through major conflagrations; emphasis will be on developing thinking skills in relation to crises. (2 hr lecture, 2 hr lab)

TFS 1853 Fire Protection Organization and Administration 3 SH

Principles of organization and administration in fire protection of municipal organizations; duties and responsibilities of the company officer; a study of company personnel management and training, budgeting, records and reports, and public relations. (3 hr lecture)

TFS 1863 Fire Prevention and Investigation

3 SH

Survey of the principles of fire prevention and investigation; study of fire hazards in various occupancies, a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence. (2 hr lecture, 2 hr lab)

TFS 2813 Basic Electricity for Firemen

3 SH

Study of the theory of electricity, as applied to electrical installations. Study of basic circuits, over-current protection, and control devices that are used in residential, industrial, and fire alarm applications. Emphasis on proper installation to conform to National Electrical Code requirements. Study of the types of fixed extinguishing systems, standard and special fire alarm and fire detection systems, their operation, installation requirements, testing, inspection and maintenance. (2 hr lecture, 2 hr lab)

TFS 2823 Hydraulics

3 SH

Study of fluids in motion and at rest. Behavior and effects of water in and through appliances, pumps, and pipes. Practical application of principles and calculations. (2 hr lecture. 2 hr lab)

TFS 2833 General Insurance

3 SH

Fundamental course covering all fields of insurance. Philosophy and principles of insurance, contracts, endorsements, assignments, rate charging, reserves, and state supervision. Fire and casualty insurance emphasized, types of policies, selection, rate making, settlement of claims, handling of risk, and self-insurance, types of rating schedules, and methods of determining fire rating classification. (3 hr lecture)

TFS 2843 Inspection Principles and Practices

3 SH

Study of the fundamentals of fire inspections including standards, techniques of evaluation of hazards as to degree of the hazard, and practical recommendations. Reports including maps and sketches of each building inspected. On-the-site inspection of buildings to locate hazards and to recommend safe practices and improvements. (2 hr lecture, 2 hr lab)

TFS 2853 Water Distribution

3 SH

Sprinkler and standpipe systems. Measurement of fluid flow and methods of determining quantities of water available from a distribution system. Efficiency in fluid movement and system design. Types of sprinkler and standpipe systems, codes governing installation, water supply requirements, testing, inspection, and maintenance. (2 hr lecture, 2 hr lab)

TFS 2863 Drafting and Blueprint Reading for Firemen

3 SH

Interpretation of architectural drawings for code requirements, classifications, building materials, heating and cooling systems, and safety requirements. In a laboratory experience, practical experience in the interpretation of drawings.(1 hr lecture, 4 hr lab)

TFS 2873 Industrial Hazards and Fire Prevention

3 SH

Study of hazardous processes in industries such as petroleum, furniture, chemical, metal, and textile, and the protection and precautions needed for personnel and property safety. Hazards related to heating plants, electrical systems, and storage in all industries. (2 hr lecture, 2 hr lab)

TFS 2883 Hazardous Materials

3 SH

Identification, handling, and fire-fighting practices of explosives, toxic substances, and radioactive materials in storage or in transit. (2 hr lecture, 2 hr lab)

TFS 2913 Fire Codes and Building Construction

3 SH

Study of codes and standards used in building and transportation; role of state fire officials; fixed fire protection devices; survey of research and standards developments. (3 hr lecture)

TFS 2923 Chemistry and Radiation Hazards

3 ŚH

Intensive study and analysis of the special hazards encountered in the chemical and petroleum industries, radiation hazards, effects of radiation on humans, exposure control, uses of radio-active materials, transportation, storage, application of special inspection procedures. (3 hr lecture)

TFS 2933 Fire Protection Law

3 SH

Study of law in relation to fire protection. Torts, term and contract studies by case method. Liability of fire protection personnel when making inspections, recommendations, fighting fires, and other tasks. Pertinent laws, ordinances, and codes and the responsibilities and powers of the individual organization concerning enforcement. (3 hr lecture)

TFS 2943 Industrial Safety and Security

3 SH

Fundamental study of industrial safety records, development of safeguards, accident costs and causes, job safety analysis, plans designed for safety and safety maintenance. Methods of eliminating hazards including color coding, guards, and personnel protective equipment. Study of the precautions and safeguards essential to protecting lives during fires in various types of occupancies. Exit code requirements, personnel protective devices, and practical safeguards. Review of case histories of fires and explosions resulting in loss of life to determine how these tragedies can be prevented. (3 hr lecture)

TFS 2953 Emergency Lifesaving Techniques

3 SH

Study of basic concepts in search techniques of lost or trapped personnel, first-aid to in-

jured personnel, transportation of sick or injured personnel, and rescue of personnel under unusual emergency conditions. (2 hr lecture, 2 hr lab)

TFS 2963 OSHA Laws and Federal Standards

3 SH

(Prerequisite: TFS 2943 or instructor approval) Individual project work, supervised by authorities in the selected field of study. The student will conduct individual study in a selected specialization and prepare an in-depth study describing research. Interpretations of the OSHA law given emphasis. Research results will be designed to interpret and/or influence the Federal Standards as they affect local industries. (1 hr lecture, 4 hr lab and field work)

Geography

GEO 1123 Introduction to Geography

3 SH

With a national basis, a broad survey of cultural, political, economic, and physical geography; social and enviornmental problem areas of the world; place-name studies; films, readings, and discussions; guizzes and written reports. (3 hr lecture)

Geology

GLY 1111 Physical Geology Laboratory

1 SH

Laboratory course which may accompany GLY 1113. Study of the common rocks and minerals and topographic maps and geologic maps. Required for geology majors. (2 hr lab)

GLY 1113 Physical Geology

3 S!

Study of the earth, its materials and forces acting upon them, and the landforms and their development. (3 hr lecture)

GLY 1121 Historical Geology Laboratory

1 SH

(Prerequisite: GLY 1111) Laboratory course which may accompany GLY 1123. Study of fossils and of geologic maps. Required for geology majors. (2 hr lab)

GLY 1123 Historical Geology

3 SH

Study of the earth, its history and development and its life as revealed by the character and fossil content of rock. (3 hr lecture)

Graphics

GRA 1143 - Graphic Communications

3 SH

Theory and practice in engineering drawing to enable the student to visualize and produce acceptable freehand and mechanical drawings as required in the course of study. (1 hr lecture, 5 hr lab)

GRA 1153 Visualization and Graphic Design

3 SH

(Prerequisite: GRA 1143 or its equivalent) Theory and problems designed to develop the ability to visualize points, lines, and surfaces in space; to relate them to each other; and to apply these relationships in the solution of engineering problems. (Same as descriptive geometry.) (2 hr lecture, 3 hr lab)

GRA 1163 Architectural Pictorial Delineation

3 SH

(Prerequisite: GRA 1143 or equivalent drafting experience) Theory and practice of perspective, light, shade and shadows, and entourage. To pictorially render planned architectural structures for visualization and client presentation. (2 hr lecture, 4 hr lab)

Health, Physical Education, Recreation

HPR 1111 General P.E. Activities I

1 SH

Includes individual and team sports, rhythms and recreational activities. Divided into units that coincide with the regular nine-weeks school term according to the season, each unit complete within itself. Units include: beginning and intermediate tennis, archery, basketball, volleyball, badminton, softball, exercise, tumbling and stunts, contemporary folk and square dance, modern dance and modeling, golf, bicycling, weight lifting, touch football, soccer, recreational swimming, life saving, beginning swimming, jogging, weight control, trampoline, karate, and varsity athletics. (2 hr lab)

HPR 1121 General P.E. Activities II

1 SH

Includes individual and team sports, rhythms and recreational activities. Divided into units that coincide with the regular nine-weeks school term according to the season, each unit complete within itself. Units include: beginning and intermediate tennis, archery, basketball, volleyball, badminton, softball, exercise, tumbling and stunts, contemporary folk and square dance, modern dance and modeling, golf, bicycling, weight lifting, touch football, soccer, recreational swimming, life saving, beginning swimming, jogging, weight control, trampoline, karate, and varsity athletics. (2 hr lab)

HPR 1213 Personal and Community Health

3 SH

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. (3 hr lecture)

HPR 1313 Introduction to Health, Physical Education and Recreation

3 SH

Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of students to opportunities in the field. (3 hr lecture)

HPR 1551 Law Enforcement Fitness I

1 SH

Rules and regulations of competitive sports, latest techniques of body exercises (calisthenics), and efficient use of modern firearms utilized by law enforcement agencies. Off-campus course open only to police science majors. (34 hr lecture & lab per semester)

HPR 1561 Law Enforcement Fitness II

1 SH

Rules and regulations of competitive sports, latest techniques of body exercises (calisthenics), and efficient use of modern firearms utilized by law enforcement agencies. Off-campus course open only to police science majors. (34 hr lecture & lab per semester)

HPR 1571 Hi-Stepper I Training Group

1 SH

(Prerequisite: Approval of instructor and a physical examination) Elementary dance techniques designed to prepare students for the regular Hi-Stepper group. Dance training includes classical ballet exercises, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control. (5 hr lab)

HPR 1581 Hi-Stepper II Training Group

1 SH

(Prerequisite: Approval of instructor and a physical examination) Elementary dance techniques designed to prepare students for the regular Hi-Stepper group. Dance training includes classical ballet exercises, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control. (5 hr lab)

HPR 2111 General P.E. Activities III

1 SH

Includes individual and team sports, rhythms and recreational activities. Divided into units that coincide with the regular nine-weeks school term according to the season, each unit complete within itself. Units include: beginning and intermediate tennis, archery, basketball, volleyball, badminton, softball, exercise, tumbling and stunts, contemporary folk and square dance, modern dance and modeling, golf, bicycling, weight lifting, touch football, soccer, recreational swimming, life saving, beginning swimming, jogging, weight control, trampoline, karate, and varsity athletics. (2 hr lab)

HPR 2121 General P.E. Activities IV

1 SH

Includes individual and team sports, rhythms and recreational activities. Divided into units that coincide with the regular nine-weeks school term according to the season, each unit complete within itself. Units include: beginning and intermediate tennis, archery, basketball, volleyball, badminton, softball, exercise, tumbling and stunts, contemporary folk and square dance, modern dance and modeling, golf, bicycling, weight lifting, touch football, soccer, recreational swimming, life saving, beginning swimming, jogging, weight control, trampoline, karate, and varsity athletics. (2 hr lab)

HPR 2212 First Ald

2 SH

Instruction and practice in methods prescribed in the American Red Cross Multi-Media and Standard courses. (2 hr lecture)

HPR 2221 Water Safety and Lifesaving

1 SH

(Prerequisite: Qualified swimmer) American Red Cross Advanced Lifesaving course with emphasis toward certifying lifegaurds for swimming areas. (2 hr lab)

HPR 2323 Recreational Leadership

3 SH

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. (3 hr lecture)

HPR 2423 Football Theory

3 SH

(Prerequisite: Practice with intercollegiate football squad) Theoretical study of football, offensive, defensive, including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. (3 hr lecture)

HPR 2433 Basketball Theory

3 SH

(Prerequisite: Practice with intercollegiate basketball squad) Theoretical study of basketball, offensive and defensive, including the study and teaching of fundamentals and team organization. (3 hr lecture)

HPR 2443 Athletic Training and Treatment of Injuries

3 SH

Practical study of safety and first aid, taping, bandaging, and use of heat, light, and water in the treatment and prevention of injuries; conditioning athletes as to diet, rest, work, and proper method of procedures in training for sports. (3 hr lecture)

HPR 2571 Hi-Stepper III

1 SH

(Prerequisite: Approval of instructor) Regular performing Hi-Stepper group. Participation in this group includes satisfactory mastering of advanced dance routines and precision drills for appearances at state and national programs of a civic nature and at football games, parades, and conventions. Continued course in self-improvement and choreography. Required uniform: white shorts, long-sleeved T-shirt, and white boots. (5 hr lab)

HPR 2581 Hi-Stepper IV

1 SH

(Prerequisite: Approval of instructor) Regular performing Hi-Stepper group. Participation in this group includes satisfactory mastering of advanced dance routines and precision drills for appearances at state and national programs of a civic nature and at football games, parades, and conventions. Continued course in self-improvement and choreography. Required uniform: white shorts, white long-sleeved T-Shirt, and white boots. (5 hr lab)

History

HIS 1113 Western Civilization I

3 SH

Survey of the history of man - government, economic, social, religious, intellectual, and esthetic activities from the earliest time to the middle of the seventeenth century. (3 hr lecture)

HIS 1123 Western Civilization II

3 SH

Continuation of HIS 1113 including European colonizations and imperialism in Asia, in Africa, and in the Americas; revolutionary movements of the 18th and 19th centuries; the movements leading to World War I, the aftermath of the war, the global events preceding the second World conflict; the Second World War; recent international developments. (3 hr lecture)

HIS 1143 Honors Western Civilization I

3 SH

Substitutes for HIS 1113. Survey of the history of man, government, economic, social, religious, intellectual, and esthetic activities from the earliest time to the middle of the seventeenth century. Special projects and recitation required. Instructor approval required. (3 hr lecture)

HIS 1153 Honors Western Civilization II

3 SH

Substitutes for HIS 1122. Continuation of HIS 1143 including European colonizations and imperialism in Asia, in Africa, and in the Americas; revolutionary movements of the 18th and 19th centuries; the movements leading to World War I, the aftermath of the war, the global

events preceding the second World conflict; the Second World War; recent international developments. Special projects and recitations required. Instructor approval required. (3 hr lecture)

HIS 2213 American (US) History I

3 SH

Survey of political, economic, and social development to 1877 (3 hr lecture)

HIS 2223 American (US) History II

3 SH

Continued survey of political, economic, and social development since 1877 (3 hr lecture)

HIS 2243 Honors American (US) History I

3 SH

Substitutes for HIS 2213. Survey of political, economic, and social developments to 1877 Special projects and recitations required. Instructor approval required (3 hr lecture)

HIS 2253 Honors American (US) History II

3 SH

Substitutes for HIS 2223. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor approval required. (3 hr lecture)

Home Economics

HEC 1213 Food Selection & Preparation

3 SH

Practical knowledge of nutrition and its relation to health. Principles of food selection. Meal planning, preparation, and service. Principles of cookery stressed. Required of majors in home economics and institutional management. Elective for others. (1 hr lecture, 4 hr lab)

HEC 1242 Survey Course in Nutrition (Non-Majors)

2 SI

Planned for non-home economics majors. Nutritional needs of the body and proper selection of foods emphasized. Laboratory experiences in modern preparation and serving family meals. (1 hr lecture, 2 hr lab)

HEC 1253 Nutrition

3 SH

Food and eating habits in relation to adequate nutrition. Application of nutrition to the life cycle, digestion, metabolism and body functions. (3 hr lecture)

HEC 1313 Elementary Clothing

3 SH

Emphasis on standards for selection and construction of various fabrics. Experiences in constructions, presentation of garments, and use of equipment. Required of majors in home economics. Elective for others. (1 hr lecture, 4 hr lab)

HEC 1332 Survey Course in Clothing (Non-Majors)

2 SH

Planned for non-home economics majors. Study of appropriate dress with emphasis on standards for selection and construction of clothing. Garments constructed in the laboratory (1 hr lecture, 2 hr lab)

HEC 2213 Meal Management

3 SH

(Prerequisite: HEC 1213) Continuation of the study of the body's need for food. Emphasis

on more advanced meal planning, preparation, service, and preservation of food. Scientific principles of cookery stressed. (1 hr lecture, 4 hr lab)

HEC 2223 Quantity Food Preparation

3 SH

Designed to give experience in menu planning, records, food buying and preparing and serving food at quantity levels. (2 hr lecture, 2 hr lab)

HEC 2313 Clothing Construction

3 SH

(Prerequisite: HEC 1313) Further principles of selection and construction applied to various fabrics. Advanced techniques of construction with emphasis on basic tailoring. (1 hr lecture, 4 hr lab)

HEC 2413 Introduction to Home Furnishings

3 SH

Study of housing standards, factors influencing the selection of family shelter, house planning in relation to needs and income, and the selection and arrangement of household furniture and furnishings. (3 hr lecture)

HEC 2513 Diet in Disease

3 SH

(Prerequisite: HEC 1253) A study of diseases influenced by diet and dietetic treatment of each disease. (3 hr lecture)

HEC 2813 Marriage and Family Living

3 SH

Designed to give a better understanding of the factors that contribute to success and happiness in marriage and family relationships. Readings to supplement the text. Open to men and women. (3 hr lecture)

Hotel, Motel and Restaurant Management

HMR 1612 Orientation for Hospitality Industry

2 SH

Seminar of lectures and discussions on opportunities, trends, problems and organizations in the hospitality field. Guest speakers from the industry to address the class on the current problems and opportunities. (2 hr lecture)

HMR 1713 Hotel-Motel Front Office Procedures

3 SH

Detailed study of the functions pertaining to Front Office operation. Interpretation of internal systems and an understanding of the duties of Room Clerk, Reservation Clerk, Mail Clerk, Cashier, Night Auditor, and Service. Student projects and field trips required. (3 hr lecture)

HMR 1814 Basic Food Preparation

4 SH

Familiarization with tools and equipment, kitchen organization, study of recipes of basic foods, purchasing, storage, and preparation. (1 hr lecture, 6 hr lab)

HMR 1824 Quantity Food

4 SH

(Prerequisite: HMR 1814) Continuation of study in food preparation with emphasis on quantity preparation. Special instruction in the arts of food preparation. Ice carving, special sauces, cake decoration, hors d'oeuvres trays, gum paste, display food pieces. Demonstration by area chefs. (1 hr lecture, 6 hr lab)

HMR 1833 Hotel-Motel Restaurant Accounting

3 SH

Detailed study in accounting and systems as identified with the industry. Interpretation and value of cost controls. Taxes, licenses and regulations of beverages. Inventory controls. (3 hr lecture)

HMR 1843 Hospitality Business Mathematics

3 SH

Emphasis on the study of the fundamental processes, fractions, decimals, percentages, and problem solving. Application of fundamental processes to business problems of the hospitality industry. Food costing, labor costing, profit and loss. (3 hr lecture)

HMR 2113 Profitable Food and Beverage Management I

3 SH

Management responsibilities, menu writing and planning. Food purchasing, receiving, and storage procedures. Food and Beverage Service in various types of food establishments. (3 hr lecture)

HMR 2123 Profitable Food and Beverage Management II

3 SH

(Prerequisite: HMR 2113) Employee training and food preparation. Beverage purchase and service. Banquets. Kitchen planning for food establishments. Aspects for food control. Payroll control. Production schedules. Attention to proper use and maintenance of equipment. Heavy emphasis on institutional food service. (3 hr lecture)

HMR 2143 Principles of Management for the Hospitality Industry 3 SH

Basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in the food service, hotel, or motel enterprise. (3 hr lecture)

HMR 2155 Hotel, Motel, Restaurant Training

15 SH

Actual work experience in the hospitality industry to better understand problems faced by management. Available to HMR students only. (24 hr clinical experience, 3 hr lecture)

HMR 2414 Sales, Marketing, and Promotion

4 SH

Methods and tools used in convention sales. Importance of convention and group business to certain properties. Promotion methods and ideas, student projects, guest speakers, films, field trips, and industry tours. (4 hr lecture)

HMR 2844 Safety, Sanitation and Housekeeping

4 SH

Various causes and prevention of accidents in the hospitality industry. Effective methods of sanitary control for food establishments. Familiarization with duties and responsibilities of the executive housekeeper. (3 hr lecture, 2 hr lab)

Human Services Technology

THS 1113 Introduction to Human Services

3 SH

An introduction to the field of human services, including appropriate roles and attitudes of a human services technician toward clients and professional team members; introduction to mental health and mental disorders; survey of human service delivery agencies. Thirty (30) hours of observation included in course work. Three hours of lecture per week.

THS 1123 Technical Anatomy and Physiology

3 SH

Overview of normal structures and functions of the major systems of the human body; introduction to basic types of abnormalities. Three hours of lecture per week.

THS 1153 Introduction to Communicative Disorders

3 SH

Process of speech development; identification and treatment of speech, language, and hearing disorders; forms of nonverbal communication. Three hours lecture per week.

THS 1213 Abnormal Psychology

3 SH

Basic introduction to the classifications, characteristics, causes, and treatment of abnormal behavior. Thirty (30) hours of observation included in course work. Three hours of lecture per week.

THS 1223 Intervention with the Severely Retarded

3 SH

Instruction in needs assessment, training, and specialized care of the severely retarded and multiple-handicapped; use of nonverbal communication. Thirty (30) hours of practicum experience included in course work. Three hours of lecture per week.

THS 1231 Health Skills

1 SH

Instruction in health maintenance, first aid, basic nursing skills, properties of drugs and monitoring of medication. One hour of lecture per week.

THS 2113 The Helping Relationship

3 SH

Principles of personal adjustment, study and practice in effective interpersonal communication skills and other skills involved in relating to others. Six hours of lecture per week for eight weeks.

THS 2123 Therapeutic Recreation

3 SH

Design and methods involved in meeting the recreational needs of special populations; methods of planning, organizing, and conducting leisure and recreational activities; use of gentle selfdefense. Six hours of lecture per week for eight weeks.

THS 2133 Applied Behavior Analysis

3 SH

Principles and methods of designing, implementing, and evaluating programs of behavior modification and other behavioral interventions. Six hours of lecture per week for eight weeks.

THS 2141 Physical and Emotional Needs of Special Populations

1 SH

Seminar to develop awareness of the needs of special populations and strategies for dealing with these needs. Two hours of lecture or discussion per week for eight weeks.

THS 2156 Practicum I

6 SH

Forty (40) hours of supervised practicum experience per week for eight weeks.

THS 2213 Facilitation of Independent Living

3 SH

Strategies of assessment, instruction and evaluation of mentally ill and developmentally disabled in academic, vocational, and independent living skills. Six hours of lecture per week for eight weeks.

THS 2223 Case Management

3 SH

Survey of organizations and structures of service delivery systems; procedure for case intake, monitoring, referral, and follow-up; individual study and reporting of procedures for performing case management duties in an agency of choice. Six hours of lecture or student presentation per week for eight weeks.

THS 2233 Basic Intervention Skills

3 SH

Principles, practice and discussion of basic intervention strategies for promoting psychological adjustment of clients. Six hours of class (lecture, role play and discussion) per week for eight weeks.

THS 2241 Current Trends in Human Services

1 SH

History and current issues and status of the major human services; major legislative and public policy trends; federal, state, and local organizational structure of the major human services; reference sources (agency resource personnel and professional literature). Two hours of lecture per week for eight weeks.

THS 2256 Practicum II

6 SH

Forty (40) hours of supervised practicum experience per week for eight weeks.

Interpreter Training for the Deaf

ITD 1113 Introduction to Interpreting

3 SH

Survey of the basic theories, guidelines, principles and practices of interpreting, including the interpreter code of ethics, role of the interpreter, physical setting and compensation. The course includes an evaluation of the student's basic signing skills. (3 hr lecture)

ITD 1123 Psycho-Social Aspects of Deafness

3 SH

Considers effects of prelingual and postlingual deafness of hearing impairment on the psychological and emotional development and adaption of the individual to deafness. Cognitive and linguistic development, personality, interpersonal behavior and social reactions and possible compensatory processes in other sensory systems of the body. (3 hr lecture)

ITD 1133 Overview of Manual Communication

3 SH

A study of the history of education and welfare of the deaf from the early beginning in Europe to the present day with emphasis on the development of sign language systems and finger-spelling. A thorough discussion of the present-day systems as they relate to communication techniques. (3 hr lecture)

ITD 1143 Expressive Interpreting I

3 SH

Techniques of interpreting in vocational rehabilitation, mental health, and social services situations. Discussion on the responsibilities of the interpreter, orientation to each situation, the physical setting, vocabulary, ethics and linguistics required for each situation. Special requirements and techniques for oral interpreting and deaf/blind interpreting. (3 hr lecture)

ITD 1153 Reverse Interpreting I

3 SH

Study of the principles and problems of interpreting the manual, oral, and written communications of deaf persons into spoken and written English equivalent. Presentation of all types of situations requiring reverse interpreting using all forms of communication systems deaf individuals use. (3 hr lecture)

ITD 2113 Sign Systems

3 SH

Thorough study of American Sign Language including basic sign language idioms and colloquialisms in conversational signs. Study of the various sign systems stressing signed English to clarify and define the various systems. Includes the rationale and criterion for sign selection in each system. (3 hr lecture)

ITD 2211 Community Resources for Interpreters

1 SH

Introduction to the various community resources available to the interpreter as he/she functions in the role of the interpreter. Includes community resources to the interpreter and referral resources for the deaf individual. (1 hr lecture)

ITD 2223 Expressive interpreting II

3 SH

Techniques of interpreting in educational, medical and legal situations. Discussion on the responsibilities of the interpreter, orientation to each situation, the physical setting, vocabulary, ethics, and linguistics required by each situation. (3 hr lecture)

ITD 2233 Reverse Interpreting II

3 SH

Advance study and practice of reverse interpreting of manual, oral, and written communications of deaf individuals into written and spoken English equivalent. Primarily a practice course using films, video tapes and deaf individuals stressing all types of situations and communication levels. (3 hr lecture)

ITD 2312 Audiology and Etiology of Deafness

2 SH

A study of audiology principles including the use of an audiometer, audiological vocabulary, reading and audiogram, types of hearing losses, medical treatment of types of hearing losses, and the use of a hearing aid. Etiologies of deafness and their relationship to hearing loss with particular study of hereditary deafness. (2 hr lecture)

ITD 2323 Artistic Interpreting

3 SH

Study of the principles and techniques of artistic interpreting including literary and musical works. (3 hr lecture)

ITD 2413 Seminar on Professional Interpreting

3 SH

An open discussion period, with emphasis on ethics and a sharing of practical experiences and problem solving in the field of interpreting. Discussion of attitudes concerning working with deaf people and the responsibilities of the interpreter to the larger community. (3 hr lecture)

ITD 2426 Interpreting Practicum

6 SH

Observation of the interpreting process in various settings and the use of interpreting skills in practical applications with deaf persons, under the supervision and evaluation of experi-

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enced interpreters. Emphasis placed on expressive interpreting and translating, reverse interpreting, interpreting for non-verbal persons and ethics of interpreting. Each interpreter trainee will be assigned 45-50 interpreting hours. (3 hr lecture, 6 hr lab)

Journalism

JOU 1213 Practical Journalism

(Prerequisite: JOU 1313) Laboratory course devoted to practical journalistic methods as exemplified in the student newspaper, yearbook, and off-campus publications. Experience in make-up, headlining, copyreading, proof-reading, page proof-reading, and news evaluation. (2 hr lecture, 2 hr lab)

JOU 1313 Principles of Journalism I

Fundamentals of newspaper writing, combined with actual working experience on the staff of the *HINDSONIAN*, semi-weekly student publication. Basic training in simple and complex news writing, society and sports writing, feature writing, editing, and editorial writing. (3 hr lecture)

JOU 1323 Principles of Journalism II

Preparation of advertising copy and layouts for newspapers, agencies, and retail advertising. Types of layouts; copy writing and proofreading, with emphasis on proof marks. (3 hr lecture)

Mathematics

Students who plan to major in mathematics and other students for whom algebra and trigonometry may be deficiency courses are advised to take the proficiency test(s) in algebra and/or trigonometry to determine whether they can begin their college mathematics with the Calculus sequence. Information concerning the administration of the proficiency test may be obtained from the counseling office or the Mathematics Department.

Students who do not wish to (or cannot) begin their college mathematics with Calculus and who have the prerequisites are encouraged to enroll in MAT 1346 in place of MAT 1313 and MAT 1323.

MAT 1103 Basic Mathematics

(Prerequisite: Math Placement Level 1) Institutional credit only. Review of fundamental arithmetic operations, integers, fractions, decimals, exponents. Will not substitute for the mathematics requirements in any program of study. Designed for students whose arithmetic skills are deficient. (3 hr lecture)

MAT 1203 Elementary Algebra

(Prerequisite: Math Placement Level 2) Signed numbers, polynomials, factoring, first degree equations in one variable, rational expressions. Will not substitute for the mathematics requirements in any program of study. Institutional credit only. (3 hr lecture)

MAT 1233 Intermediate Algebra 3 SH

(Prerequisite: Math Placement Level 3) Exponents and radicals; quadratic equations; polynomial equations; inequalities; relations and functions; systems of equations. (3 hr lecture)

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MAT 1313 College Algebra

3 SH

(Prerequisite: Math Placement Level 4) Real and complex numbers; equations and inequalities in one variable; systems of equations and inequalities in two or more variables; relations, functions and graphs; theory of equations; the binomial theorem; and other selected topics. (3 hr lecture)

MAT 1323 Trigonometry

3 SH

(Prerequisite: Math Placement Level 4) Trigonometric functions; functions of the composite angle; trigonometric equations; logarithms; radian measure; solution of right triangles; solution of oblique triangles; inverse trigonometric functions; complex numbers. (3 hr lecture)

MAT 1333 Finite Mathematics

3 SH

(Prerequisite: MAT 1313) Introduction to logic, set theory, systems of linear equations, probability theory, linear programming, and game theory with applications oriented toward business decision-making and the behavioral sciences. (3 hr lecture)

MAT 1346 Elementary Functions

6 SH

(Prerequisite: 2 credits of high school algebra and 1 credit in high school advanced mathematics with a minimum grade of **B** in each) Encompasses college algebra and trigonometry. Topics included: polynomial, rational, trigonometric, logarthmic and exponential functions; introduction to limits and continuity; applications of trigonometry. (6 hr lecture)

MAT 1443 Mathematics for Teachers I

3 SH

(Prerequisite: Math Placement Level 3 and sophomore standing) Structure and development of the number systems. Intended for elementary and special education majors and for secondary education majors exclusive of those planning to teach secondary mathematics or science. (3 hr lecture)

MAT 1453 Mathematics for Teachers II

3 SH

(Prerequisite: MAT 1443) Continuation of Mathematics for Teachers I. Informal geometry, measurement and basic ideas of probability. (3 hr lecture)

MAT 1613 Calculus I

3 SH

(Prerequisite: credit for or registration in MAT 1313 and 1323 or MAT 1346 or the equivalent) First in a series of four integrated courses in analytic geometry and calculus. The coordinate systems; basic theorems of analytics; functions; limits; the derivative; differentiation of algebraic functions; applications of derivatives. (3 hr lecture)

MAT 1623 Calculus II

3 SH

(Prerequisite: MAT 1613) Maxima and minima, antiderivatives, the definite integral, applications of definite integrals, transcendental functions. (3 hr lecture)

MAT 1753 Liberal Arts Mathematics

3 SH

(Prerequisite: Math Placement Level 3) Designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic algebra, number theory, statistics, and modern applications. (3 hr lecture)

MAT 2113 Introduction to Linear Algebra

3 SH

(Prerequisite: MAT 1623) Vector spaces; matrices; linear transformations; systems of linear equations; determinants; characteristic values and characteristic vectors. (3 hr lecture)

MAT 2613 Calculus III

3 SH

(Prerequisite: MAT 1623) Conics; techniques of integration; parametric equations and vectors in the plane; improper integrals; indeterminate forms. (3 hr lecture)

MAT 2623 Calculus IV

3 SH

(Prerequisite: MAT 2613) Solid analytic geometry; vectors in three-dimensional space; partial differentiation; multiple integrals; infinite series; introduction to differential equations. (3 hr lecture)

MAT 2913 Differential Equations

3 SH

(Prerequisite: credit for or registration in MAT 2623) Differential equations of the first order and first degree; applications; linear differential equations of higher order; numerical methods; differential equations of the first order and not of the first degree; solutions in series; systems of partial differential equations; partial differential equations of the first order; the Laplace transformation. (3 hr lecture)

Mechanical Technology

TMT 1403 Fundamentals of Machine Shop

3 SH

Instruction and practice in use of machine tools and welding. (2 hr lecture, 2 hr lab)

TMT 1614 Manufacturing Processes

4 SH

Survey of modern industrial practices and procedures in the forming and fabrication of metals and non-metals. Instruction designed to develop familiarity in setup and operation of machine tools and equipment. Emphasis on nomenclature, handbooks, charts, tables, and calculations necessary to determine machine or process capabilities in production. (2 hr lecture, 4 hr lab)

TMT 1622 Materials of Industry

2 SH

Origin, extraction, processing, and application of modern industrial materials. Includes metals and their alloys, wood, fuels, lubricants, cutting fluids, solvents, adhesives, abrasives, and plastics. (2 hr lecture)

TMT 1634 Manufacturing Processes

4 SH

(Prerequisite: TMT 1614) Survey of machine tool operations and finishing processes employed in modern operations. Emphasis on production equipment. (2 hr lecture, 4 hr lab)

TMT 1643 Inspection Techniques

3 SH

Classroom and laboratory examination of basic principles of modern industrial inspection tools and methods. Special emphasis on calibration and care of all measuring instruments. (2 hr lecture, 2 hr lab)

TMT 2213 Labor Law for Supervisors

3 SH

Introduction to important labor laws. The legal responsibility of supervisors and legal protection available to business and employees. EEO-OSHA NLRB charges and how to respond. (3 hr lecture)

TMT 2623 Introduction to Quality Control

3 SH

Key elements of quality control in present day industry; (1) the extent of quality control activity throughout the entire company system; (2) the planning, organizing, integrating, and measuring of quality control activity; (3) the accomplishment of quality control work; (4) the tools, techniques, and procedures used in quality control. (3 hr lecture)

TMT 2633 Physical Testing

3 SH

Instruction in the correct use of and the theory related to the use of the tensile, fatigue, impact, and torsion testing machine. (I hr lecture, 4 hr lab)

TMT 2643 Mechanisms

3 SH

(Prerequisite: TRS 1613 and 1623) Concepts of basic mechanisms found in mechanical and electrical systems. Gears, cams, linkages and other power transmission devices. Laboratory to provide practical application of mechanisms. (2 hr lecture, 2 hr lab)

TMT 2653 Metallurgy

3 SH

(Prerequisite: Sophomore standing) Basic study of ferrous and non-ferrous metals. Properties of metals, alloys, iron and steel, shaping and forming metals, heat treatment and surface treatments. Practical experience through performing heat treating operations in the laboratory. (2 hr lecture, 2 hr lab)

TMT 2663 Motion and Time

3 SH

(Prerequisite: Sophomore standing) Introduction to techniques used in determining the most economical way of doing a specific piece of work through a systematic study of methods, materials, tools, and equipment. Laboratory activities in the analysis of the fundamental and physical motions, the practice of dividing operations into elements, and time study observations. (2 hr lecture, 2 hr lab)

TMT 2673 Hydraulics and Pneumatics

3 SH

(Prerequisite: Sophomore standing) Basic principles and applications of hydraulic power, its adaptability to modern machine tools, and its advantages over conventional methods. (2 hr lecture, 2 hr lab)

TMT 2683 Strength of Materials

3 SH

Lecture and laboratory study of the stressing and deformation of modern industrial materials. (2 hr lecture, 2 hr lab)

TMT 2694 Production Planning and Problems

4 SH

(Prerequisite: Sophomore standing and TMT 1634) Examination of the factors involved incost estimating. Identification of production problems and techniques of solution in lecture. Production control and comprehensive problems. (1 hr lecture, 6 hr lab)

TMT 2713 Principles of Supervision

3 SH

Basic and general principles of effective supervising techniques. Includes seven units: Fundamentals of Supervision, Relations on the Job, Communications, How to Train Employees, Performance and Job Evaluation, Job Management, and Work Improvement. (3 hr. lecture)

TMT 2723 Statistical Concepts I

3 SH

Detailed treatment of industrial statistics as applied to quality control. Frequency distribution, dispersion, probability, sampling process chart, correlation, and hypothesis testing techniques developed and discussed. (3 hr lecture)

TMT 2733 Statistical Concepts II

3 SH

Continuation of TMT 2723 with emphasis on current technological development for quality control. (3 hr lecture)

TMT 2743 Quality Control Application

3 SH

Quality control theory and application as used in engineering practices. Emphasis on verification of process and product quality at the processing level. (3 hr lecture)

TMT 2753 Quality Control Reliability

3 SH

Survey course presenting concepts to modern reliability requirements and practical application of these concepts within the manufacturing process and the product's operational use. Statistical techniques for predicting product reliability. (3 hr lecture)

TMT 2763 Configuration Management

3 SH

Identification of different aspects of quality control function, their organization, planning and execution in the best interest of the company. (3 hr lecture)

TMT 2773 Job Analysis

3 SH

Techniques necessary to gather specific operations and responsibilities of the job and what it entails. Includes such areas as mental ability, skill, physical requirements, and working conditions. (3 hr. lecture)

TMT 2783 Labor Relations

3 SH

Supervised study of labor problem situations which characterize labor-management relations in a free enterprise economy. Case studies solving problems involving personnel in both a union and non-union plant will be considered. (3 hr lecture)

Mechanics Technology

TME 1716 Mechanics I

6 SH

Theory and techniques of repairing automobile gas and diesel engines and their accessories, study of the fuels and lubricants used, head and block repair with the history and development of the internal combustion engine, and practical related projects. (3 hr lecture, 6 hr lab)

TME 1726 Mechanics II

6 SH

Automobile trouble shooting and shop management; cooling, starting, generating, and ignition systems of gas and diesel engines; tune-up techniques and the use of modern testing and tune-up equipment with a practical study of shop management; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

TME 2716 Mechanics III 6 SH

Theory and techniques of repairing automobile clutches, transmissions, universal joints, differential, rear axle; study and application of specialized tools used in those areas; a history of the development and manufacture of the parts of the above assemblies; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

TME 2726 Mechanics IV 6 SH

Introduction to the theory and techniques of repairing automobile springs, ride control, front end, steering systems and the braking system; a history and development of these systems and a study of the related parts; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

Medical Laboratory Technology

A rotation in an accredited hospital laboratory for 27 weeks is required to enhance the students' knowledge of methodology and techniques, instrumentation, and the mechanisms of a clinical laboratory. Prerequisite: the subjects that are required during 18 months on campus are listed under the Programs of Study.

The student is evaluated at the end of each department rotation. There will be a review session each week in conjunction with the department. The credit for clinical experience is based upon both satisfactory completion of study sessions and each department of the clinical experience. Final study sessions will follow the completion of all department rotations.

MLS 1111 Phiebotomy Laboratory

1.SH

This course presents the anantomy of the vascular system, technique required in phlebotomy, psychology of handling patients for the clinical laboratory, and proper identification of patients. (2 hour student laboratory first half of semester - 2 hour clinical experience last half.)

MLS 2116 Practical Clinical Experience i

6 SH

Practical clinical experience in hematology, coagulation, and urinalysis. Eight weeks. 38 hours per week plus two hours per week seminar with departmental faculty.

MLS 2126 Practical Ciinical Experience ii

6 SH

Practical clinical experience in various phases of clinical chemistry laboratory: manual chemistry, chemistry, and radioimmunoassay. Nine weeks. 38 hours per week plus two hours per week seminar with departmental faculty.

MLS 2136 Practical Clinical Experience iii

6 SH

Practical clinical experience in immunohematology, serology, bacteriology, and mycology. Ten weeks. 38 hours per week plus two hours per week seminar with departmental faculty.

Medical Record Technology

MRS 1113 Medicai Record Science i

3 SH

Basic course in medical record keeping, theory and practice, including background material

on history of hospitals and medicine, organization and function of medical record department, duties and responsibilities of the medical record technician. Detailed instruction in methods in numbering, filing, classifying, analyzing medical records. (2 hr lecture, 2 hr lab)

MRS 1123 Medical Terminology

3 SH

Prefixes, suffixes, roots, abbreviations, disease, operative and drug terms. Terms related to all areas of medical science, hospital service and the paramedical specialties. (3 hr lecture)

MRS 1133 Medical Record Science II

3 SH

(Prerequisite: MRS 1113 and MRS 1123) Analysis of historical and current patterns of health care organizations, analysis of role of health professional within the changing pattern of health care; includes hospital and medical staff organization, accreditation and licensure practices, major health organizations, medical record systems in specialized health care facilities. (2 hr lecture, 2 hr lab)

MRS 1143 Advanced Medical TermInology

3 SH

(Prerequisite: MRS 1123) Detailed study of medical terminology with emphasis on diagnostic, radiological, operative, and clinical laboratory terms. (3 hr lecture)

MRS 1153 Basic Pathology

3 SH

(Prerequisite: MRS 1123 and MRS 1143) Fundamentals of general pathology with emphasis on the correlation between pathological processes and clinical signs, symptoms and cause of disease. (3 hr lecture)

MRS 2113 Medicai Record Science III

3 SH

(Prerequisite: MRS 1133) Principles of coding and indexing systems, special registries, research techniques related to medical information. (2 hr lecture, 2 hr lab)

MRS 2133 Medicai Record Science iV

3 SH

(Prerequisite: MRS 2113) A survey of federal, state and local regulations as they pertain to the health field with emphasis on legal aspects of health records. Introduction to the basic principles of organization and management with emphasis on interdepartmental and departmental organization and management. Introduction to health statistics and their use, together with methods of compilation with the medical record as a source document. (2 hr lecture, 2 hr lab)

MRS 2147 Directed Practice i

7 SH

(Prerequisite: MRS 1113, 1123, and 1133) Observation of and orientation to the Medical Records Department in affiliated hospitals; supervised learning experience through participation in departmental activities for application of basic health record principles. (260 clock hours per semester plus 1 hour per week seminar with departmental faculty)

MRS 2157 Directed Practice ii

7 SH

(Co-requisite: MRS 2133) Observation of and orientation to the medical records in health facilities other than the general hospital, e.g. physician's clinic, community health centers, and mental health centers. (260 clock hours per semester plus 1 hour per week seminar with departmental faculty)

Military Science

MSC 1111 Fundamentals of Leadership and Management I

1 SH

ROTC program and the career opportunities it affords; the history, mission and organization of the U.S. Army, stressing management implications and the role of the Army in support of national objectives; the principles and techniques of leadership, essential characteristics of leadership, and the value of drill in developing teamwork. (1 hr lecture, 1 hr lab)

MSC 1121 Fundamentals of Leadership and Management II 1 SH

Mission and function of the Defense Establishment of the United States and the interrelation between services under the Department of Defense; the evolution of warfare to include the meaning and scope of the principles of war and the development of weapons and associated equipment utilized in warfare. (1 hr lecture, 1 hr lab)

MSC 2112 Applied Leadership and Management I

2 SH

Map and aerial photograph reading and the fundamentals of tactical employment of small units and the application of this knowledge in planning and executing military operations. Development of increased self-confidence in the cadets in leadership ability through the progressive application of knowledge, decision making, communications, and control. (2 hr lecture, 1 hr lab)

MSC 2122 Applied Leadership and Management II

2 SH

Development of the American Military System from colonial times to the present; those factors which were of primary importance in influencing the direction of the development and major changes which occured as a result. Formation of general concepts of the evolution nature of warfare, identifying those elements of war which remain relatively constant and those that are modified by time and circumstances. (2 hr lecture, 1 hr lab)

Modern Language

NOTE:

FOR THE STUDENT WHO PLANS TO GRADUATE FROM A FOUR-YEAR SCHOOL THAT REQUIRES LANGUAGE FOR GRADUATION, ALL REQUIRED HOURS TAKEN MUST BE IN THE SAME LANGUAGE.

THE FOUR YEAR COLLEGES WILL NOT ALLOW CREDIT FOR THE FIRST SEMESTER OF THE ELEMENTARY COURSE OF ANY FOREIGN LANGUAGE UNTIL THE STUDENT HAS TAKEN AND PASSED THE SECOND SEMESTER OF THE SAME LANGUAGE.

MFL 1113 Elementary French I

3 SH

For beginning students and those with not more than one year of high school French. Pronunciation, grammar, conversation, reading, and composition. (3 hr lecture, 1 hr lab)

MFL 1123 Elementary French II

3 SH

(Prerequisite: MFL 1113 or equivalent) Continuation of MFL 1113 with emphasis on the development of oral skills. (3 hr lecture, 1 hr lab)

MFL 1213 Eiementary Spanish I

3 SH

For beginning students and those with not more than one year of high school Spanish. Basic Spanish grammar, pronunciation, vocabulary, conversation, reading, and composition. (3 hr lecture 1 hr lab)

MFL 1223 Elementary Spanish ii

3 SH

(Prerequisite: MFL 1213 or equivalent) Continuation of MFL 1213 with emphasis on reading, writing, and oral activities. (3 hr lecture, 1 hr lab)

MFS 1313 Elementary German i

3 SH

For beginning students and those with no more than one year of high school German. Fundamentals of grammar, conversation, and reading. Emphasis on syntax and on vocabulary and pronunciation with practice in listening and speaking. (3 hr lecture, 1 hr lab)

MFL 1323 Eiementary German il

3 SH

(Prerequisite: MFL 1313) Continuation of MFL 1313 with emphasis on the development of oral skills. (3 hr lecture, 1 hr lab)

MFL 2113 Intermediate French i

3 SH

(Prerequisite: MFL 1123 or two units of high school French) Review of French grammar, with readings and exercises designed to increase the student's vocabulary, contribute to mastery of idiomatic construction, and introduce French literature. (3 hr lecture, 1 hr lab)

MFL 2123 intermediate French II

3 SH

(Prerequisite: MFL 2113 or equivalent) Continuation of MFL 2113 with advanced activities in reading, writing, and speaking the language. (3 hr lecture, 1 hr lab)

MFL 2213 intermediate Spanish I

3 SH

(Prerequisite: MFL 1223 or two units of high school Spanish) Review of Spanish grammar, followed by the reading of suitable modern Spanish literature. (3 hr lecture, 1 hr lab)

MFL 2223 intermediate Spanish ii

3 SH

(Prerequisite: MFL 2213 or equivalent) Continuation of MFL 2213. (3 hr lecture, 1 hr lab)

MFL 2243 Spanish Conversation i

3 SH

(Prerequisite: MFL 1223 or equivalent) Conversation and composition. May be taken concurrently with MFL 2213 but not before MFL 2213 except with permission from the instructor. (3 hr lecture, 1 hr lab)

MFL 2253 Spanish Conversation Ii

3 SH

(Prerequisite: MFL 1223 or equivalent) May be taken concurrently with MFL 2223 but not before MFL 2223 except with permission of the instructor. (3 hr lecture, 1 hr lab)

MFL 2313 intermediate German i

3 SH

(Prerequisite: MFL 1323 or equivalent) Primarily a reading and writing course. Review of grammar is provided as well as practice in comprehension and speaking. (3 hr lecture, 1 hr lab)

MFL 2323 Intermediate German II

3 SH

(Prerequisite: MFL 2313) Continuation of MFL 2313. Advanced grammatical construction. Various readings, writing and speaking activities on a higher level. (3 hr lecture, 1 hr lab)

Music Applied

(Brass, Guitar, Organ, Percussion, Piano, Strings, Voice & Woodwinds) Brass

NOTE:

ALL STUDENTS DESIRING ENROLLMENT IN BRASS MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1111 Ciass Brass I

1 SH

Lessons in rudiments of brass instruments for music majors and others who have need for the basic fundamentals of brass. (2 hr lab)

MUA 1121 Class Brass II

1 SH

(Prerequisite: MUA 1111 or audition) Continuation of MUA 1111. (2 hr lab)

MUA 1141 Elective Brass I

1 SH

(Prerequisite: Audition) Open to students who are interested in participating in band or orchestra. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1151 Elective Brass II

1 SH

(Prerequisite: MUA 1141 or audition) Continuation of MUA 1141. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1172 Music Education Brass I

2 SH

(Prerequisite: Audition and concurrent enrollment in band) Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hr practice daily)

MUA 1182 Music Education Brass II

2 SH

(Prerequisite: MUA 1172 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1172. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1173 Brass Major I

3 SH

(Prerequisite: Audition and concurrent enrollment in band) (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1183 Brass Major II

3 SH

(Prerequisite: MUA 1173 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1173. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2141 Elective Brass III

1 SH

(Prerequisite: MUA 1151 or audition) Continuation of MUA 1151. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2151 Elective Brass IV

1 SH

(Prerequisite: MUA 2141 or audition) Continuation of MUA 2141. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2172 Music Education Brass III

2 SH

(Prerequisite: MUA 1182 and concurrent enrollment in band; or, audition and concurrent enrollment in band) Continuation of MUA 1182. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2173 Brass Major III

3 SH

(Prerequisite: MUA 1183 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1183. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2182 Music Education Brass IV

2 SH

(Prerequisite: MUA 2172 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 2172. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2183 Brass Major IV

3 SH

(Prerequisite: MUA 2173 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 2173. (2 half-hr lessons per week, 3 hrs practice daily)

Guitar

NOTE:

ALL STUDENTS DESIRING ENROLLMENT IN GUITAR MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1211 Class Gultar I

1 SH

Lessons in rudiments of guitar for all students who wish to study the basic techniques of playing the guitar. (2 hr lab)

MUA 1221 Class Guitar II

1 SH

(Prerequisite: MUA 1211 or audition) Continuation of MUA 1211. (2 hr lab)

MUA 1241 Ejective Guitar I

1 SH

(Prerequisite: Audition) For students advanced beyond the first level of MUA 1211 and 1221. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1251 Elective Gultar II

1 SH

(Prerequisite: MUA 1241 or audition) Continuation of MUA 1241. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2141 Elective Guitar III

1 SH

(Prerequisite: MUA 1251 or audition) Continuation of MUA 1251. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2151 Elective Guitar IV

1 SH

(Prerequisite: MUA 2141 or audition) Continuation of MUA 2141. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

Organ

NOTE:

ALL STUDENTS DESIRING ENROLLMENT IN ORGAN MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1331 Elective Organ I

1 SH

(Prerequisite: Piano audition) (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1341 Elective Organ II

1 SH

(Prerequisite: MUA 1331 or audition) Continuation of MUA 1331. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1362 Music Education Organ I

2 SH

(Prerequisite: Piano audition and concurrent enrollment in band or choir) Music Education majors and non-music majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1363 Organ Major I

3 SH

(Prerequisite: Satisfactory audition on piano or organ and concurrent enrollment in piano and band or piano and choir) Gleason: "Method of Organ Playing." Repertoire equivalent to Bach: "Cathedral Prelude and Fugue." Dupre: "Station of the Cross XI." (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1372 Music Education Organ II

2 SH

(Prerequisite: MUA 1362 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1362. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1373 Organ Major II

3 SH

(Prerequisite: MUA 1363 and concurrent enrollment in piano and band or piano and choir, or audition and concurrent enrollment in paino and band or piano and choir) Continuation of MUA 1363. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2331 Elective Organ III

1 SH

(Prerequisite: MUA 1341 or audition) Continuation of MUA 1341. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2341 Elective Organ IV

1 SH

(Prerequisite: MUA 2331 or audition) Continuation of MUA 2331. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2362 Music Education Organ III

2 SH

(Prerequisite: MUA 1372 and concurrent enrollment in piano and band or piano and choir, or audition and concurrent enrollment in piano and band or piano and choir) Continuation of MUA 1372. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2363 Organ Major III

3 SH

(Prerequisite: MUA 1373 and concurrent enrollment in piano and band or piano and choir; or audition and concurrent enrollment in piano and band or piano and choir) Continuation of MUA 1373. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2372 Music Education Organ iV

2 SH

(Prerequisite: MUA 2362 and concurrent enrollment in piano and band or piano and choir; or audition and concurrent enrollment in piano and band or piano and choir) Continuation of MUA 2362. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2373 Organ Major IV

3 SH

(Prerequisite: MUA 2363 and concurrent enrollment in piano and band or piano and choir; or audition and concurrent enrollment in piano and band or piano and choir) Continuation of MUA 2363. (2 half-hr lessons per week, 3 hrs practice daily)

Percussion

NOTE:

ALL STUDENTS DESIRING ENROLLMENT IN PERCUSSION MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1411 Class Percussion I

1 SH

Lessons in rudiments of percussion for music education majors and others who have need for the basic fundamentals of percussion. (2 hr lab)

MUA 1421 Class Percussion II

1 SH

(Prerequisite: MUA 1141 or audition) Continuation of MUA 1141. (2 hr lab)

MUA 1441 Elective Percussion i

1 SH

(Prerequisite: Audition) Open to students who are interested in participation in band or orcchestra. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1451 Elective Percussion II

1 SH

(Prerequisite: MUA 1441 or audition) Continuation of MUA 1441. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1472 Music Education Percussion I

2 SH

(Prerequisite: Audition and concurrent enrollment in band) Music Education majors and non-music majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1473 Percussion Major I

3 SH

(Prerequisite: Audition and concurrent enrollment in band) (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1482 Music Education Percussion II

2 SH

(Prerequisite: MUA 1472 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1472. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1483 Percussion Major II

3 SH

(Prerequisite: MUA 1473 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1473. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2441 Elective Percussion III

1 SH

(Prerequisite: MUA 1451 or audition) Continuation of MUA 1451. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2451 Elective Percussion IV

1 SH

(Prerequisite: MUA 2441 or audition) Continuation of MUA 2441. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2472 Music Education Percussion III

2 SH

(Prerequisite: MUA 1482 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1482. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2473 Percussion Major III

3 SH

(Prerequisite: MUA 1483 and concurrent enrollment in band or audition and concurrent enrollment in band) Continuation of MUA 1483. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2482 Music Education Percussion IV

2 SH

(Prerequisite: MUA 2472 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 2472. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2483 Percussion Major IV

3 SH

(Prerequisite: MUA 2473 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 2473. (2 half-hr lessons per week, 3 hrs practice daily)

Piano

NOTE:

All STUDENTS DESIRING ENROLLMENT IN PIANO MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1511 Class Plano I

1 SH

For students who have no previous keyboard experience. (2 hr lab)

MUA 1521 Class Plano II

1 SH

(Prerequisite: MUA 1511 or audition) Continuation of MUA 1511. (2 hr lab)

MUA 1541 Elective Plano I

1 SH

For music and non-music majors advanced beyond the level of MUA 2511 and MUA 2521, but may at the instructor's discretion be used as a substitute for MUA 2511 and MUA 2521. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1551 Elective Piano II

1 SH

(Prerequisite: MUA 1541 or audition) Continuation of MUA 1541. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1572 Music Education Plano I

2 SH

(Prerequisite: Audition and concurrent enrollment in band or choir) Required of Music Education majors with piano emphasis. Open to non-music majors with instructor's approval. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1582 Music Education Plano II

2 SH

(Prerequisite: MUA 1572 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1572. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1573 Plano Major I

3 SH

(Prerequisite: Audition and concurrent enrollment in band or choir) Material for development of technique and study of style and interpretation of representative compositions from these periods of music history: Pre-Baroque or Baroque; Classical; Romantic; Impressionistic or Contemporary. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1583 Piano Major II

3 SH

(Prerequisite: MUA 1573 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1573. Public recital required of all students. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2511 Class Plano III

1 SH

(Prerequisite: MUA 1521 or audition) Continuation of MUA 1521. (2 hr lab)

MUA 2521 Ciass Piano IV

1 SH

(Prerequisite: MUA 2511 or audition) Continuation of MUA 2511. (2 hr lab)

MUA 2541 Elective Plano III

1 SH

(Prerequisite: MUA 1551 or audition) Continuation of MUA 1551. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2551 Elective Plano IV

1 SH

(Prerequisite: MUA 2541 or audition) Continuation of MUA 2541. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2572 Music Education Plano III

2 SH

(Prerequisite: MUA 1582 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1582. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2573 Plano Major III

3 SH

(Prerequisite: MUA 1583 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1583. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2582 Music Education Plano IV

2 SH

(Prerequisite: MUA 2572 and concurrent enrollment in band or choir or audition and concurrent enrollment in band or choir) Continuation of MUA 2572 (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2583 Plano Major IV

3 SH

(Prerequisite: MUA 2573 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 2573. (2 half-hr lessons per week, 3 hrs practice daily)

Strings

NOTE:

ALL STUDENTS DESIRING ENROLLMENT IN STRINGS MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1611 Class Strings I

1 SH

Lessons in rudiments of strings for Music Education majors and others who have need for basic fundamentals of strings. (2 hr lab)

MUA 1621 Class Strings II

1 SH

(Prerequisite: MUA 1611 or audition) Continuation of MUA 1611. (2 hr lab)

MUA 1641 Elective Strings I

1 SH

(Prerequisite: Audition) For music and non-music majors advanced beyond the level of MUA 1611 and MUA 1621. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1651 Elective Strings II

1 SH

(Prerequisite: MUA 1641 or audition) Continuation of MUA 1641. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1672 Music Education Strings I

2 SH

(Prerequisite: Audition and concurrent enrollment in band or choir) Required for Music Education majors with string emphasis. Open to non-music majors with instructor's approval. (2 half-hr lesson's per week, 2 hrs practice daily)

MUA 1682 Music Education Strings II

2 SH

(Prerequisite: MUA 1672 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1672. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2641 Elective Strings III

1 SH

(Prerequisite: MUA 1651 or audition) Continuation of MUA 1651. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2651 Elective Strings IV

1 SH

(Prerequisite: MUA 2641 or audition) Continuation of MUA 2641. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2672 Music Education Strings III

2 SH

(Prerequisite: MUA 1651 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1651. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2682 Music Education Strings IV

2 SH

(Prerequisite: MUA 2672 and concurrent enrollment in band or choir, or audition and con

current enrollment in band or choir) Continuation of MUA 2672. (2 half-hr lessons per week, 2 hrs practice daily)

Voice

NOTE:

ALL STUDENTS DESIRING ENROLLMENT IN VOICE MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1711 Class Voice I

1 SH

Lessons in voice for students who need instruction in the fundamental aspects of vocal arts. (2 hr lab)

MUA 1721 Class Voice II

1 SH

(Prerequisite: MUA 1711 or audition) Continuation of MUA 1711. (2 hr lab)

MUA 1741 Elective Voice I

1 SH

(Prerequisite: Audition) For students who have advanced beyond the level of MUA 1711 or MUA 1721. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1751 Elective Voice !!

1 SH

(Prerequisite: MUA 1741 or audition) Continuation of MUA 1741. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1772 Music Education Voice I

2 SH

(Prerequisite: Audition and concurrent enrollment in choir) For Music Education majors with voice emphasis and non-music majors who meet the instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1773 Voice Major I

3 SH

(Prerequisite: Audition and concurrent enrollment in choir) Technique in the study of voice. Principles of relaxation, breathing, distinct enunciation and interpretation. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1782 Music Education Voice II

2 SH

(Prerequisite: MUA 1772 and concurrent enrollment in choir, or audition and concurrent enrollment in choir) Continuation of MUA 1772. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1783 Voice Major II

3 SH

(Prerequisite: MUA 1773 and concurrent enrollment in choir, or audition and concurrent enrollment in choir) Continuation of MUA 1773. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2741 Elective Voice III

1 SH

(Prerequisite: MUA 1751 or audition) Continuation of MUA 1751. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2751 Elective Voice IV

1 SH

(Prerequisite: MUA 2741 or audition) Continuation of MUA 2741. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2772 Music Education Voice III

2 SH

(Prerequisite: MUA 1782 and concurrent enrollment in choir, or audition and concurrent enrollment in choir) Continuation of MUA 1782 (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2773 Voice Major III

3 SH

(Prerequisite: MUA 1783 and concurrent enrollment in choir, or audition and concurrent enrollment in choir) Continuation of MUA 1783. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2782 Music Education Voice IV

2 SH

(Prerequisite: MUA 2772 and concurrent enrollment in choir, or audition and concurrent enrollment in choir) Continuation of MUA 2772. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2783 Volce Major IV

3 SH

(Prerequisite: MUA 2773 and concurrent enrollment in choir, or audition and concurrent enrollment in choir) Continuation of MUA 2773. (2 half-hr lessons per week, 3 hrs practice daily)

Woodwinds

NOTE:

ALL STUDENTS DESIRING ENROLLMENT IN WOODWINDS MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1811 Class Woodwinds I

1 SH

Lessons in rudiments of woodwind instruments for education majors and others who have need for the basic fundamentals of woodwinds. (2 hr lab)

MUA 1821 Class Woodwinds ii

1 SH

(Prerequisite: MUA 1811 or audition) Continuation of MUA 1811. (2 hr lab)

MUA 1841 Elective Woodwinds i

1 SH

(Prerequisite: Audition)Open to students who are interested in participating in band or orchestra. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1851 Elective Woodwinds il

1 SH

(Prerequisite: MUA 1841 or audition) Continuation of MUA 1841. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1872 Music Education Woodwinds I

2 SH

(Prerequisite: Audition and concurrent enrollment in band) For Music Education majors with woodwind emphasis and non-music majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1873 Woodwinds Major I

3 SH

(Prerequisite: Audition and concurrent enrollment in band) (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1882 Music Education Woodwinds II

2 SH

(Prerequisite: MUA 1872 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1872. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1883 Woodwinds Major II

3 SH

(Prerequisite: MUA 1873 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1873. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2841 Elective Woodwinds III

1 SH

(Prerequisite: MUA 1851 or audition) Continuation of MUA 1851. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2851 Elective Woodwinds IV

1 SH

(Prerequisite: MUA 2841 or audition) Continuation of MUA 2841. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2872 Music Education Woodwinds III

2 SH

(Prerequisite: MUA 1882 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1882. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2873 Woodwinds Major III

3 SH

(Prerequisite: MUA 1883 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1883. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2882 Music Education Woodwinds IV

2 SH

(Prerequisite: MUA 2872 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 2872. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2883 Woodwinds Major IV

3 SH

(Prerequisite: MUA 2873 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 2873. (2 half-hr lessons per week, 3 hrs practice daily)

Music Foundations (History, Literature & Theory)

MUS 1113 Music Appreciation

3 SH

(Non-Majors) Listening course designed to give student through aural perception, understanding and appreciation of music as a moving force in western culture. (3 hr lecture)

MUS 1123 Music Literature Survey (Majors)

Theory I

3 SH

(Prerequisite: Music Major, MUS 1214 or consent of department chairman) Critical listening and score-reading, designed to acquaint the major with a broad overview of musical style and repertoire from antiquity to the present. (3 hr lecture)

MUS 1132 Fundamentals of Music

2 SH

Basic principles of music, notation, scales, intervals and rhythmic patterns, with emphasis on aural skills and keyboard applications. Credit toward meeting theory requirements for graduation at Hinds Junior College. (3 hr lecture)

MUS 1132 is not the standard freshman theory course required for gradution from senior colleges and universities and is not offered to meet these requirements.

Students taking MUS 1132 and planning to continue as music majors in a senior college should follow this course with MUS 1214, 1224.

NOTE:

MUS 1214

4 SH

(Prerequisite: Music 1132 and concurrent enrollment in piano and band or piano and choir; or successful completion of Theory Placement Test and concurrent enrollment in piano and band or piano and choir) Vocabulary and techniques of traditional contrapuntal-harmonic music, with keyboard application, written work and correlated aural dictation and sight-singing. Required of music majors. (3 hr lecture, 2 hr lab)

MUS 1224 Theory II

4 SH

(Prerequisite: MUS 1214 and concurrent enrollment in piano and band or piano and choir) Continuation of MUS 1214. (3 hr lecture, 2 hr lab)

MUS 2214 Theory III

4 SH

(Prerequisite: MUS 1214 and 1224 and concurrent enrollment in piano and band or piano and choir) Continuation of MUS 1224. (3 hr lecture, 2 hr lab)

MUS 2224 Theory IV

4 SH

(Prerequisite: MUS 2214 and concurrent enrollment in piano and band or piano and choir) Continuation of MUS 2214. (3 hr lecture, 2 hr lab)

MUS 2313 Music History I

3 SH

(Prerequisite: MUS 1123 and MUS 1224 OR MUS 1123 and consent of department chairman) Music of the Baroque and Classic Period. Lecture-listening and score-reading course, designed for study of music, musicians, and musical development from 1600-1825. (3 hr lecture)

MUS 2323 Music History II

3 SH

(Prerequisite: MUS 1123 and MUS 1224 OR MUS 1123 and consent of department chair

man) Music of the Romantic Period. Lecture-listening and score-reading course designed for study of music, musicians, and musical development from 1825-1900, including the works of Debussy, Ravel, and Richard Strauss. (3 hr lecture)

MUS 2413 The Business of Music - Management and Booking 3 SH

Basic information designed to give the student an understanding of the problems and solutions relating to the management and booking of artists in all fields of the entertainment community.

MUS 2423 The Busines of Music - The Music Recording Industry

3 SH

Basic information designed to acquaint the student with studio techniques as well as the problems related to publishing, copyright, royalties and merchandising.

Music Organizations (Band, Small Band Groups, Stage Band, Choir)

NOTE: Membership in all music organizations requires an audition or the permission of the instructor or the department chairperson.

MUO 1111 Band I 1 SH

(Prerequisite: Audition or consent of instructor) Organized to serve the college at games, concerts and other public and special functions. (5 hr lab)

MUO 1121 Band II 1 SH

(Prerequisite: MUO 1111 or audition or consent of instructor) Continuation of MUO 1111. (5 hr lab)

MUO 1171 Stage Band I

1 SH

(Prerequisite: Audition and concurrent enrollment in MUO 1111 or MUO 2111) Organized to serve the college at concerts and other public and special functions. (3 hr lab)

MUO 1181 Stage Band II

1 SH

(Prerequisite: Audition and concurrent enrollment in MUO 1121 or 2121) Continuation of MUO 1171. (3 hr lab)

MUO 1211 Choir I 1 SH

(Prerequisite: Audition or consent of instructor) Performing group of the vocal department. Numerous appearances during the year, both on campus and throughout the state. (3 hr lab)

MUO 1221 Choir II 1 SH

(Prerequisite: MUO 1211 or audition or consent of instructor) Continuation of MUO 1211. (3 hr lab)

MUO 2111 Band III 1 SH

(Prerequisite: MUO 1121 or audition or consent of instructor) Continuation of MUO 1121. (5 hr lab)

The Courses

MUO 2121 Band IV

(Prerequisite: MUO 2111 or audition or consent of instructor) Continuation of MUO 2111. (5 hr lab)

MUO 2171 Stage Band III

1 SH

1 SH

(Prerequisite: Audition and concurrent enrollment in MUO 1111 or MUO 2111) Continuation of MUO 1181. (3 hr lab)

MUO 2181 Stage Band IV

1 SH

(Prerequisite: Audition and concurrent enrollment in MUO 1121 or MUO 2121) Continuation of MUO 2171. (3 hr lab)

MUO 2211 Choir III

1 SH

(Prerequisite: MUO 1221 or audition or consent of instructor) Continuation of MUO 1221. (3 hr lab)

MUO 2221 Choir IV

1 SH

(Prerequisite: MUO 2211 or audition or consent of instructor) Continuation of MUO 2211. (3 hr lab)

Nursing

NUR 1119 Nursing Science I

9 SH

(Prerequisite: BIO 1514 and 1524. Prerequisite or co-requisite: PSY 1513 and ENG 1113) Characteristics of the basic human needs in all phases of the life cycle, the common problems arising from lack of fulfillment, and identification and orientation to nursing process with emphasis on nursing assessment. Fundamental skills, legal/ethical aspects, psychosocial relationships and communication skills included. (5 hr lecture, 8 hr lab)

NUR 1129 Nursing Science II

9 SH

(Prerequisite: NURSING SCIENCE I. Prerequisite or co-requisite: PSY 1523, ENG 1123, SPT 1113) Includes steps of nursing process with emphasis on planning and intervention for problems resulting from alterations in basic needs. Life cycle from adolescence through senescence emphasized. Includes advanced nursing skills and treatment modalities, with implementation of communication process and utilizing mental health concepts. (5 hr lecture, 8 hr lab)

NUR 2112 Nursing Science III

12 SH

(Prerequisite: NURSING SCIENCE II. Prerequisite or co-requisite: BIO 2924) All steps of the nursing process emphasized in assisting individuals (adolescence through senescence) to meet those basic needs that are altered by psychological and physical illness or injury. Nurse's role as a member of the health team with attention given to communication, problem solving and independent function. (6 hr lecture, 12 hr lab)

NUR 2122 Nursing Science IV

12 SH

(Prerequisite: NURSING SCIENCE III. Prerequisite or co-requisite: SOC 2113) Concepts of prevention of illness, maintenance, and restoration of health with special consideration given

to stages of development, conception through the child-bearing years; viewing the family as a unit. Comprehensive utilization of nursing process as a member of the health team in assisting individuals and groups in all stages of life cycle to meet basic needs when those needs are altered by illness or injury. (6 hr lecture, 12 hr lab)

Petroleum Engineering Technology

PET 1124 Petroleum Exploration & Production

4 SH

An orientation to the petroleum industry with emphasis on the techniques of exploration, drilling and production. Topics include: history and future possibilities; exploration methods; oil field development; well completion methods; and conservation policies.

PET 1214 Rig Construction and Drilling Operations

4 SH

(Prerequisite: PET 1124) Rotary drilling series including topics on: the bit, the drill stem, rotary kelly and swivel, the blocks and drilling line, the hoist, power and power transmission, circulating systems, auxiliaries, safety on the rig, diesel engines and electric power, and mud pumps and conditioning equipment.

PET 1313 Internship Work Experience I

3 SH

(Prerequisite: Approval of advisor) Supervised work experience in the petroleum field, including student applying for a related job, on-the-job supervision, scheduled visits by internship coordinators, and periodic evaluations.

PET 2113 Petroleum Geology

3 SH

(Prerequisite: GLY 1113) Consists of an introduction to the basic concepts of sedimentation and stratigraphy with emphasis placed on oil formation, migration and trap identification. An introduction to subsurface mapping also included.

PET 2123 Mineral Rights and Leases

3 SH

Designed as a practical exercise of researching property ownership for wells, introduction to laws of land ownership, mineral rights, royalties and leases, transfer of property, deed plating and writing deed descriptions, review of Mississippi oil and gas law and other laws related to the oil fields.

PET 2133 Petroleum Drilling Methods

3 SH

(Prerequisite: PET 1124) Principles of drilling methods and drilling systems, including drilling mud, drilling a straight hole, casing and cementing, testing and completing, controlled directional drilling, open hole fishing, blow out prevention, and maintenance of surface equipment.

PET 2143 Oll Fleid Services

3 SH

(Prerequisite: PET 1124) Well servicing and workover topics including well logging methods, well completion methods, artificial lift methods, production rig equipment, well servicing and repair, control of formation pressure, fishing tools and techniques, well stimulation treatment, and well service profitability.

PET 2153 Lease Negotiations & Agreements

3 SH

(Prerequisite: PET 2123) A continuation of Mineral Rights and Leases with emphasis on ob-

taining and administering oil and gas leases, including potential problems and how to avoid them. Topics include: lessee-lessor negotiations, public relations; and the preparation and execution of contracts and agreements.

PET 2213 Oil and Gas Reservoirs

3 SH

(Prerequisite: PET 2113) Study of physical properties of petroleum reservoir rocks emphasizing porosity, fluid saturation, and permeability and study of thermodynamic behavior of naturally occurring hydocarbon mixtures including coreanalysis, porosity, and permeability determinations.

PET 2223 Land Lease Management

3 SH

(Prerequisite: PET 2123) Topics include: developing a prospect area outline, searching land records for mineral ownership, negotiating leases, recording and processing of leases for future rental payments, easement and right-of-way acquisitions, soliciting for farm-outs, obtaining drill site opinions, performing title curative on opinions, settling of surface damages, setting up land lease records as to production, obtaining division order title opinions, setting up records for payment of royalty, economic evaluation of petroleum properties, professional ethics, and other elements of land work.

PET 2233 Oil and Gas Well Completions

3 SH

(Prerequisite: PET 2143) Well completion methods including casing, cementing, acidizing and hydraulic fracturing. Emphasis is placed on the various well logging methods, electric, and nuclear including practice for complete log analysis.

PET 2243 Petroleum Production

3 SH

(Prerequisite: PET 1124) Theory and design of lift systems, design and selection of surface systems for the separation, treatment and storage of oil, water and gas. Included is field handling of natural gas, operation of electrified and automatic leases, oil pipeline pumping station operation, flow measurement, positive displacement pumps, and oil field safety.

PET 2253 Geophysical (Seismic) Operations

3 SH

(Prerequisite: PET 2113) A study of the physical principles, techniques and equipment used to test, record and evaluate the strata of the earth for possible petroleum deposits, with emphasis on seismic operations.

PET 2263 Title Abstracts, Conveyances & Curative

3 SH

(Prerequisite: PET 2123) A continuation of Mineral Rights and Leases with emphasis on courthouse procedures and related practices associated with developing land descriptions, conveyances in the oil and gas industry.

PET 2313 Internship Work Experience II

3 SH

(Prerequisite: PET 1313) A continuation of PET 1313.

Philosophy and Bible

PHI 1113 Old Testament Survey

3 SH

Survey study of the Old Testament. Emphasis upon its religious, literary, and historical values. Law, Prophets, Writings considered. (3 hr lecture)

PHI 1133 New Testament Survey

3 SH

Survey study of the New Testament. Primary emphasis upon Gospels, Acts and letters of Paul. (3 hr lecture)

PHI 2113 Introduction to Philosophy I

3 SH

Introduction to systematic and philosophical thinking and study of significant trends of philosophy both past and present. (3 hr lecture)

PHI 2123 Introduction to Philosophy II

3 SH

Contemporary problems and personal development from a philosophic perspective. (3 hr lecture)

PHI 2713 Logic

3 SH

Attempts to provide an understanding of Aristotelian "forms of correct thought" and the first two orders of symbolic logic. (3 hr lecture)

Physics

PHY 1113 Astronomy I

3 SH

Solar system, the stars, the galaxy, and the extra-galactic universe. Occasional observatory work at night. (3 hr lecture)

PHY 1123 Astronomy II

3 SH

Continuation of PHY 1113. (3 hr lecture)

PHY 2213 Physical Science Survey I

3 SH

Introduction to physical science for non-science majors, taught from a descriptive viewpoint with a minimum of mathematics. Survey of physics and astronomy. One unit of high school algebra is recommended. (3 hr lecture)

PHY 2223 Physical Science Survey II

3 SH

Continuation of PHY 2213. A survey of chemistry, geology, and meterology. (3 hr lecture)

PHY 2313 Physics with Calculus - I

3 SH

(Prerequisite or co-requisite: MAT 1613) Laws of mechanics and fluids. PHY 2313, 2323, and 2333 satisfy the physics requirements for science and engineering majors. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2323 Physics with Calculus - II

3 SH

(Prerequisite: PHY 2313. Prerequisite or co-requisite: MAT 1623) Laws of heat, sound, and light. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2333 Physics with Calculus - III

3 SH

(Prerequisite: PHY 2323. Prerequisite or co-requisite: MAT 2613) Laws of electricity, magnetism, and modern physics. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2414 General Physics I

4 SH

(Prerequisite: MAT 1313 and 1323; MAT 1323 may be taken concurrently) Laws of mechanics, fluids, heat, and sound. PHY 2414 and 2424 satisfy the physics requirements for students in pre-pharmacy, pre-medicine, and related fields. (3 hr lecture, 2 hr lab)

PHY 2424 General Physics II

4 SH

(Prerequisite: PHY 2414) Continuation of PHY 2414. Laws of light, electricity, magnetism, and modern physics. (3 hr lecture, 2 hr lab)

Political Science

PSC 1113 American National Government

3 SH

U.S. Government, with emphasis on history, principles, controls, and structure. (3 hr lecture)

PSC 1123 American State and Local Government

3 SH

State, urban, and rural government, with emphasis on history, principles, controls, and structure. (3 hr lecture)

PSC 2113 Comparative Government

3 SH

(Prerequisite: PSC 1113) A description and comparison of the principles, structure, and operation of selected political systems. (3 hr lecture)

Postal Management Technology

PMT 1113

History and Organization of Postal Service

3 SH

Emphasis on tracing the history of the Postal Service through private and government agencies at the national and international level. Special attention to current postal service. (3 hr lecture)

PMT 1123 Employee and Labor Relations

3 SH

Emphasis on laws and practices of labor management, current status and problem, national and local agreements, bargaining units, grievance policy, disciplinary policy and the National Labor Relations Board. Special attention to employee relations on training, E.E.O. safety and health, and personnel problems. (3 hr lecture)

PMT 1133 Support Services

3 SH

Emphasis on revenues, control of revenues, operational efficiency, facilities, and ancillary functions, such as office services, administrative services, accounting and storage and distribution. (3 hr lecture)

PMT 2113 Mail Processing I & II

3 SH

Emphasis on overall understanding of the various aspects of mail processing with special attention to techniques and methods used by postal managers to move large amounts of mail within standard commitments in a cost effective manner. (3 hr lecture)

PMT 2123 Customer Services

3 SH

Postal operations involved in collecting mail from multiple, diverse points and transporting it in a time and cost effective manner to processing points to multiple, diverse recipients. Includes analysis and control systems. (3 hr lecture)

PMT 2133 Postal Problem Analysis

3 SH

Postal problems for which the student must use system analysis, problem-solving grids, and decisions by objectives to analyze and specify the dimensions of the problems; identify and test possible causes; assess adverse consequences of possible causes, objectives, and solutions; and analyze and test alternatives decided upon as possible objectives solutions. (3 hr lecture)

Psychology

PSY 1513 General Psychology I

3 SH

Introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development; principles of learning; motivation; sensation and perception; thinking; intelligence; and statistics. (3 hr lecture)

PSY 1523 General Psychology II

3 SH

(Prerequisite: PSY 1513) Continuation of Psychology 1513 emphasizing applied psychological methods and principles. Includes emotion; personality; methods of adjustment; abnormal behavior and therapy; group processes; and industrial psychology. (3 hr lecture)

EPY 2513 Child Psychology (Human Growth & Development I) 3 SH

(Prerequisite: PSY 1513 and sophomore standing) Considers development from prenatal period through the primary years of puberty. Emphasis on physical, mental, social, and emotional growth as influenced by both maturation and learning. Implications of these stages of development to emotion emphasized. (3 hr lecture)

EPY 2523 Adolescent Psychology (Human Growth & Development II)

3 SH

(Prerequisite: PSY 1513 and sophomore standing) Human growth and development from puberty through young adulthood. Includes physical, mental, social, emotional, and moral development, with emphasis on the adolescent's roles in his family, his peer group, in school, and in the larger sociocultural environment. (3 hr lecture)

EDU 2543 Educational Psychology

3 SH

(Prerequisite: PSY 1513 and sophomore standing) Examination of learning as it occurs in the school situation. Includes the roles and functions of the teacher as related to motivation, socialization, reinforcement, programmed instruction, creative thinking, effectiveness of learning, educational measurement, and special problems. (3 hr lecture)

Reading

Before enrolling in a reading course students take a placement test for reading. Information concerning this test can be obtained from the counseling office.

REA 1101 Prescriptive Reading

1 SH

Designed for the student who desires assistance in a specific but limited area of weakness. Completion of 20 hours of laboratory practice and the attainment of prescribed goals.

REA 1103 Developmental Reading

3 SH

Special reading instruction for students deficient in basic reading skills. Stresses functional word attack, comprehension, and vocabulary skills. Institutional credit only. (3 hr lecture)

REA 1213 Reading Improvement

3 SH

To help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on comprehension and vocabulary skills. Guidance in developing wide reading interests. (3 hr lecture)

REA 1233 Speed Reading

3 SH

Practice with laboratory equipment according to the needs of the individual. Emphasis on flexibility, critical thinking, retention, and comprehension. Guidance in developing wide reading interests. Stimulation for reading in depth. (3 hr lecture)

REA 1413 Improvement of Study

3 SH

Effective study and reading techniques. Emphasis on time management, listening, taking notes, taking tests, and developing vocabulary. (3 hr lecture)

Respiratory Therapy Technology

RTT 1111 Respiratory Therapy Orientation

1 SH

Lecture, demonstrations and field trips to authorized hospitals to orient the student to the field of respiratory therapy. (1 hr lecture)

RTT 1123 Respiratory Therapy Theory I

3 SH

Basic cardiorespiratory physiology with special emphasis on applied medical physics. (3 hr lecture)

RTT 1133 Respiratory Therapy Theory II

3 SH

Continuation of RTT 1123. (3 hr lecture)

RTT 2116 Advanced Physiology I

6 SH

Review of the structure of the human body, the function of the heart and lungs in gas exchange, drug effect on organ systems, and pulmonary pathology. (6 hr lecture)

RTT 2126 Advanced Physiology II

6 SH

Review of the metabolism and energy release, the concept of acid-base balance in the body, and diagnosis, cause and effect and treatment of pulmonary insufficiency. (6 hr lecture)

RTT 2163 Therapeutic Gas Administration I

3 SH

Precise instruction in various methods of delivering therapeutic gases. Emphasis on the indications, contraindications, and methods of evaluating the effectiveness of gas therapy. In-

cludes gas supply systems, storage systems, flowmeters, regulators, tents, masks, catheters, and cannulas. (3 hr lecture)

RTT 2175 Therapeutic Gas Administration II

5 SH

Continuation of RTT 2163, Therapeutic Gas Administration I, with emphasis on the design, function, and maintenance of gas therapy equipment. (4 hr lecture, 2 hr lab)

RTT 2223 Airway Management

3 SH

Designed to teach the essentials of cardio-pulmonary resuscitation. Special emphasis given to the management of airway obstruction; external cardiac massage; electrocardiography; cardioversion and the use of resuscitators. (2 hr lecture, 2 hr lab)

RTT 2235 Artificial Ventilation

5 SH

Precise instruction in the management of patients requiring assisted and controlled ventila tion. Includes the indications and physiology of artificial ventilation. Fundamental pulmonary physiotherapy with regard to lung disease. Instruction in breath control, postural drainage and various exercise, designed to improve pulmonary function. (4 hr lecture, 2 hr lab)

RTT 2253 Pulmonary Function Testing

3 SH

Instruction in the technique of pulmonary function testing as a diagnostic procedure. Lecture and practical application on the use of various types of spirometers and the calculation of lung volumes and rates. (2 hr lecture, 2 hr lab)

RTT 2312 Conference and Clinical Experience I

2 SH

Clinical experience in an authorized hospital for one semester. (4 hrs clinical experience)

RTT 2322

Conference and Clinical Experience II

2 SH

Clinical experience in an authorized hospital for one semester. (4 hrs clinical experience)

RTT 2334

Conference and Clinical Experience III

4 SH

Clinical experience in an authorized hospital for one semester. (8 hrs clinical experience)

RTT 2343

Conference and Clinical Experience IV

3 SH

Clinical experience in an authorized hospital for one semester. (6 hrs clinical experience)

RTT 2354

Conference and Clinical Experience V

4 SH

Clinical experience in an authorized hospital for one semester. (8 hrs clinical experience)

RTT 2363

Conference and Clinical Experience VI

3 SH

Clinical experience in an authorized hospital for one semester. (6 hrs clinical experience)

RTT 2412

Department and Personnel Management

2 SH

Basic functions of management and their application to the health care industry with emphasis on organizing respiratory therapy departments. (2 hr lecture)

Secretarial Science

SSC 1003 Refresher Typewriting

3 SH

Institutional credit only. (Prerequisite: One unit of elementary typewriting or equivalent)

Review of the basic typewriting techniques, typewriter operations, letter writing, and business forms. (3 hr lecture)

SSC 1011 Business Terminology and Spelling

1 SH

Review and application of spelling rules, terminology, and word usage. (1 hr lecture)

SSC 1013 Refresher Shorthand

3 SH

Institutional credit only. (Prerequisite: One unit of elementary shorthand or equivalent) Review of the principles of Gregg Shorthand with emphasis upon shorthand symbols and dic tation on familiar material. (3 hr lecture)

SSC 1111 Magnetic Tape Typewriter

1 SH

(Prerequisite: SSC 1113 and 2513 or permission of instructor) Designed to develop proficiency in the operation of a magnetic-tape typewriter. (1 hr lecture)

SSC 1113 Elementary Typewriting (Typewriting I)

3 SH

Principles of the use and care of the typewriter, drills for speed and accuracy, and an introduction to letter writing and business forms. (3 hr lecture)

SSC 1121 Machine Transcription

1 SH

(Prerequisite: SSC 1113) To develop proficiency in transcribing from machine dictation. (1 hr lecture)

SSC 1123 Intermediate Typewriting (Typewriting II)

3 SH

(Prerequisite: Elementary Typewriting I or equivalent) Continuation of elementary typewriting. Detailed study of letter writing, tabulation, and business forms. (3 hr lecture)

SSC 1141 Medical Machine Transcription

1 SH

(Prerequisite: SSC 1113 or equivalent) Practice in typewriting medical reports, records, and corresondence from machine dictation. (1 hr lecture)

SSC 1151 Legal Machine Transcription

1 SH

(Prerequisite: SSC 1113 or equivalent) Typewriting of legal memoranda, forms, and documents from machine dictation. (1 hr lecture)

SSC 1161 Memory Typewriter

1 SH

(Prerequisite: SSC 1113 or permission of instructor) Designed to develop proficiency in the operation of a memory typewriter. (1 hr lecture)

SSC 1173 Business Communications

3 SH

(Prerequisite: ENG 1113 and SSC 1113 or equivalent) A realistic approach to business communications. Application of skills learned in English and in other subjects such as typewriting, speech, and human relations. Simulated office situations. (3 hr lecture)

SSC 1191 Clerical Payroll Procedures

1 SH

Business records and procedures used by small businesses and professional firms. Theory and practice in the use of payroll records, salary payments, check writing, time clock and overtime computation, payroll registers, and FICA forms. (1 hr lecture)

SSC 1213 Elementary Shorthand (Shorthand I)

3 SH

Mastery of the principles of Gregg Shorthand. No previous instruction in shorthand required. (3 hr lecture)

SSC 1223 Intermediate Shorthand (Shorthand II)

3 SH

(Prerequisite: Elementary Shorthand I or equivalent) Review of the principles of Gregg Shorthand with emphasis upon accuracy and speed. Dictation and transcription work on familiar material. (3 hr lecture)

SSC 1243 Stenograph Machine Shorthand I

3 SH

Beginning course in machine shorthand. Keyboard and theory covered. (3 hr lecture)

SSC 1253 Stenograph Machine Shorthand II

3 SH

Continuation of SSC 1243, including a review of the principles and beginning speed development. Timed dictation on easy material. (3 hr lecture)

SSC 1313 Records Management

3 SH

A course stressing importance of records management; function of records; theory and practice in the operation of systems of alphabetic, numeric, geographic, and subject files. (3 hr lecture)

SSC 1413 Secretarial Accounting I

3 SH

Introductory accounting course in the fundamentals of accounting theory and practice geared to the needs of terminal secretarial students. Accounting for single proprietorship covered. (3 hr lecture)

SSC 1423 Secretarial Accounting II

3 SH

(Prerequisite: SSC 1413) Review and continuation of the fundamentals of accounting theory with emphasis on practical experience. (3 hr lecture)

SSC 1513 Business Mathematics

3 SH

Elementary principles of basic mathematics as required in and applied to business. (3 hr lecture)

SSC 1611 Personal Development

1 SH

Developing a tasteful appearance, an attractive personality, and the social polish necessary for success in today's business world. (1 hr lecture)

SSC 1613 Dimensions in Self Development

3 SH

A systematic approach to improving one's personal appearance, developing a personality and learning the social graces necessary for success in today's business world. (3 hr lecture)

SSC 1623 Spelling and Proofreading

3 SH

Includes pronunciation, spelling and definition of designated words. Emphasis is placed on rules of spelling and commonly misspelled words. (3 hr lecture)

SSC 2113 Advanced Typewriting (Typewriting III)

3 SH

(Prerequisite: SSC 1123 or equivalent) Continuation of intermediate typewriting with em-

3 SH

phasis on skill building and production in specialized areas such as technical, accounting, professional, and executive office typewriting. (3 hr lecture)

SSC 2123 Production Typewriting (Typewriting IV)

(Prerequisite: SSC 2113 or instructor's permission) Major emphasis on developing production rate. Practice in planning and typewriting advanced jobs under office conditions. (3 hr lecture)

SSC 2213 Advanced Shorthand (Shorthand IV) 3 SH

(Prerequisite: SSC 1123) Rapid review in the theory and practice of Gregg Shorthand and an intensive course in the building of rapid and skilled dictation and transcription. (3 hr lecture)

SSC 2223 Dictation and Transcription (Shorthand III) 3 SH

(Prerequisite: SSC 1123, SSC 1223) To develop transcription skills. Accuracy and speed of transcription correlated with English, punctuation, spelling, division of words, and vocabulary building. (3 hr lecture)

SSC 2233 Expert Shorthand (Shorthand V) 3 SH

(Prerequisite: SSC 2213, SSC 2223) Designed for achieving expert levels of writing and transcribing Gregg Shorthand. Shortcuts, speed pointers and expert-writing techniques emphasized. (3 hr lecture)

SSC 2243 Stenograph Machine Shorthand III 3 SH

Continuation of SSC 1253 for intermediate and advanced speed development. Carefully graded and timed practice material. Writing vocabulary development along with speed. (3 hr lecture)

SSC 2253 Stenograph Machine Shorthand IV 3 SH

Continuation of SSC 2243. Practice for court reporters. Reporting abbreviations and phrases for the court room and well graded extracts from actual court cases. (3 hr lecture)

SSC 2413 Office Procedures 3 SH

(Prerequisite: SSC 1113 or equivalent) To acquaint the student with modern secretarial practices and to give an understanding of office situations necessary in adjustment to actual business office. The many secretarial duties and practice in the performance of them. Recommended for sophomores and one-year intensive students. (3 hr lecture)

SSC 2423 Legal Office Procedures 3 SH

(Prerequisite: SSC 1113 or equivalent) Professional aspects of the work of the legal secretary. The American legal system and the practice of law and modern legal secretarial practices and procedures emphasized. (3 hr lecture)

SSC 2431 Legal Terminology 1 SH

Specialized course for the legal secretarial student. Interpretation of legal terms with practical application. (1 hr lecture)

SSC 2443 Medical Office Procedures 3 SH

(Prerequisite: SSC 1113 or equivalent) General duties and responsibilities of medical secretaries. Patient contact, medical and dental records, insurance, financial records, telephone usage, office management and reception, and professional ethics. (3 hr lecture)

SSC 2451 Medical Legal Problems

1 SH

(Prerequisite: MRS 1113) Legal problems encountered in the practice of medicine with emphasis of principles of law as applied to the health field. (3 hr lecture)

SSC 2513 Reprographics

3 SH

(Prerequisite: SSC 1123 or instructor's permission) Theory and practice in the operation of spirit, stencil, and offset duplicating machines, and mimeoscope. (3 hr lecture)

SSC 2523 Office Machines

3 SH

Use of various types and makes of electronic and printing calculators. (3 hr lecture)

SSC 2533 Word Processing I

3 SH

(Prerequisite: SSC 1123) Basic instruction in the use of various types of automatic typewriters. (3 hr lecture)

SSC 2543 Word Processing II

3 SH

(Prerequisite: SSC 2533) Workstudy of office simulated problems concentrating ondetailed financial records, programs, forms and personnel organizational formats. (3 hr lecture)

SSC 2551 Medical Terminology for Secretaries

1 SH

Designed specifically for the secretarial student emphasizing prefixes, suffixes, roots, abbreviations, spellings, and definitions of medical terms. (1 hr lecture)

SSC 2713 Office Management

3 SH

Principles of management as applied to office work covering office organization, supervision, layout, supplies, machines, training, forms and reports, and personnel problems. (3 hr lecture)

SSC 2723 CPS Review I

3 SH

(Prerequisite: Instructor's consent) Instruction in modern procedures of office operations and the development of a body of knowledge about these procedures. Review of environmental relationships in business and communications and decision making. Designed to upgrade experienced, on-the-job secretaries and to provide refresher and study on subject areas in preparation for the CPS Examination. (3 hr lecture)

Sociology

SOC 2113 Introduction to Sociology

3 SH

Lecture course dealing with a body of scientific knowledge about human relationships. Resume or synopsis of the whole field of sociology, including the social world, the social and cultural process in relation to the individual, the group, and the institution. Preference given to sophomore students. (3 hr lecture)

SOC 2133 Social Problems

3 SH

(Prerequisite: SOC 2113) A study of major social problems of today with emphasis on causation, prevention, and social remedies of these problems. Includes studies of poverty, aging, crime, mental illness, alcoholism, drug addictions, and other problems affecting American society. (3 hr lecture)

SOC 2153 The Family

3 SH

(Prerequisite: SOC 2113) The family institution with special emphasis of the contemporary American family. (3 hr lecture)

Speech & Theatre

SPT 1103 Basic Speaking and Listening

3 SH

Institutional credit only. Will not substitute for the speech requirements in any curriculum. Stresses basic communication skills-speaking with groups and individuals and listening to individuals and groups.

SPT 1113 Oral Communications (Principles of Speech)

3 SH

Fundamentals of speaking and listening. Methods, techniques, and psychological processes and adjustments necessary in preparing, organizing, and presenting speeches. (3 hr lecture)

SPT 1123 Argumentation & Debate I

3 SH

Principles of debating and argumentative discourse and the practice of the art of debating. Open to any student interested in inter-class or inter-collegiate debating. (3 hr lecture)

SPT 1153 Voice and Diction

3 SH

(Prerequisite: SPT 1113) International Phonetic Alphabet, voice organs, speech history, and oral reading. Basic voice problems. (3 hr lecture)

SPT 1183 Human Communication I

3 SH

To help the viewer recognize the extent to which communication functions in life; how inability to communicate effectively contributes to many problems (personal, community, worldwide); how effective communication can lead to a better life and a better society; and how one's skill as a communicator determines, to a great extent, worth to self, to others and to society. (Thirty 30-minute ETV lessons plus other assignments.)

SPT 1213 Fundamentals of Theatre

3 SH

Basic course in the theatre arts. Introduction to the cultural, historical, and social aspects of the drama; investigation of essential elements of play production. (3 hr lecture)

SPT 1233 Acting I

3 SH

Emphasis on basic skills involved in method and technique acting and on motivation for movement and emotion. (3 hr lecture)

SPT 1241 Drama I

1 SH

Participation in college drama productions.

SPT 1251 Drama II

1 SH

Participation in college drama productions.

SPT 1261 Drama III

1 SH

Participation in college drama productions.

SPT 1271 Drama IV

1 SH

Participation in college drama productions.

SPT 2133 Argumentation & Debate II

3 SH

Second year continuation of debate. Open only to sophomores who have completed SPT 1123. (3 hr lecture)

SPT 2143 Oral Interpretation

3 SH

(Prerequisite: SPT 1113 or consent of instructor) Basic principles and procedures of reading for interpretation before an audience. (3 hr lecture)

Technical Related Studies

TRS 1112 First Aid

2 SH

Comprehensive course in first aid. Emergency treatment of minor and major injuries; correct use of first aid equipment. (2 hr lecture)

TRS 1123 Soil Mechanics

3 SH

Mechanics of soil masses and the principles governing the use of soils as engineering materials. Subsurface investigations; soil identification and testing.

TRS 1143 Introduction to Vocational Education

3 SH

Organization of vocational education at the local, state, and national level. Place of types of education as integral parts of a democratic program of public education. (3 hr lecture)

TRS 1153 Teacher Effectiveness Training

3 SH

An approach to developing the skill of promoting learning in a variety of settings by focusing upon the teacher-student relationship. Follows the Thomas Gordon System. (3 hr lecture)

TRS 1212 Safety Practices & Environmental Control

2 SH

Principles of safety and environmental control and their applications as they relate to hospitals, nursing homes, and other health care facilities. (2 hr lecture)

TRS 1223 Industrial Psychology

3 SH

Introduction to the scientific study of human behavior and experiences related to human relations in industry. Individual differences, selection, and placement of employees. (3 hr lecture)

TRS 1313 Industrial Safety

3 SH

Basic study of industrial accident prevention considering the nature and extent of the accident problem. Practical study of techniques for control of industrial hazards together with the fundamentals of good organization. (3 hr lecture)

TRS 1413 Basic Electricity

3 SH

Basic theory of the structure of matter, electron flow, conductor and insulator. Ohm's law, voltage drop, temperature coefficiency of copper, etc. (3 hr lecture)

TRS 1513 Interpersonal Hospital Communications

3 SH

Designed to expand the individual's communication skills by identifying, examining, and correcting barriers to communications which may exist in the hospital community. (3 hr lecture)

TRS 1613 Technical Mathematics I

3 SH

((Prerequisite: 1 unit of high school algebra or permission of the mathematics staff) Algebraic expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, identification and approximation of roots. Open to technical and vocational students only; not open to students with credit in MAT 1313. (3 hr lecture)

TRS 1623 Technical Mathematics II

3 SH

(Prerequisite: TRS 1613 or its equivalent) Exponentials and logarithms, trigonometry of right triangles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of the trigonometric functions, the j-operator, binominal expansion, progressions. Open to technical and vocational students only; not open to students with credit in MAT 1323. (3 hr lecture)

TRS 1633 Introduction to the Metric System

3 SH

The International (SI) Metric System and its derived units of measurement. Conversion from the English system of measurement to the metric system. Prefixes, powers, exponents, symbols, and formulae. All types of manufacture, special services that use metric, home economics and consumer goods. (3 hr lecture)

TRS 1643 Computational Methods

3 SH

(Prerequisite: TRS 1623 or permission of instructor) Instruction in basic principles and procedures in mathematical and technical computations with the aid of various mathematical tables and formulas, printing and electronic calculators. (3 hr lecture)

TRS 1713 Electric Machines I

3 SH

Basic study of DC and AC. Direct current motors and generators. Alternating current motors and generators. Single phase and three phase circuits. Protective and switching equipment. (3 hr lecture)

TRS 1723 Electric Machines II

3 SH

(Prerequisite: TRS 1713) Continuation of Electric Machines I with emphasis on control of AC and DC motors and generators. Transformers and regulators. (3 hr lecture)

TRS 1813 Technical Applied Physics I

3 SH

Properties of matter and mechanics. Designed for technical students. Fundamental course covering several basic principles of physics such as the nature of scientific measurement and the most widely used systems, properties of matter, including elementary atomic structure and the states of matter, mechanics and basic machines, and the solution of problems related to these areas. Laboratory periods used for demonstration and student experiments. (2 hr lecture, 2 hr lab)

TRS 1823 Technical Applied Physics II

3 SH

Heat, Light, and Sound. Designed for technical students. An examination of the theory and

The Courses

applications of temperature and heat, the most widely accepted scales of measurement, sound and wave motion, light and illumination, optical measurement and the nature of atomic theory. (2 hr lecture, 2 hr lab)

TRS 1913 Introduction to Pharmacology

3 SH

Introduction to pharmacology through presentations designed to encourage critical evaluation of the various drugs, their mode of action, proper dosage, and possible side effects. Emphasis on effective pharmacologic therapy for common pathologic conditions. (3 hr lecture)

Vocational Programs and Course Descriptions

Hinds Junior College offers a wide range of vocational programs which are intended to prepare people for immediate employment upon completing the program. They range in length from two (2) months to two (2) years. Full-time students are typically in class 30 hours per week, although some health occupations and a few other programs may require up to 40 hours per week in class. Many programs may be taken during the evening on a ½ time basis in which case students would attend class 15 to 20 hours per week.

Most courses within a program are of approximately 8 weeks in length if pursued on a full-time basis, although some courses may be of 4 or 6 weeks in length.

Students may enroll or re-enroll in vocational courses at 5 different times during the year, provided they meet the program admissions requirements, course prerequisites and space is available. These enrollment periods are: at the beginning of a semester, at mid-semester, and at the beginning of the summer session.

A student enrolled in a vocational program may receive credit for former work or study by a challenge exam. A maximum of 50% credit may be earned, unless prohibited by state or federal regulations, not to exceed 30 SH. Credit for vocational courses is recorded in terms of semester hours where one (1) semester hour of credit is awarded for each week (30 to 40 hours) of full-time instruction in a course.

POST SECONDARY VOCATIONAL PROGRAMS

(Location: J-Jackson Branch, R-Raymond Campus, V-Vicksburg-Warren Co. Branch)

Agricultural Diesel Mechanics (R)

Airframe And Powerplant Maintenance (R)

Automotive Body And Frame Repair (R)

Automotive Mechanics (J, V)

Automotive Parts And Sales (R)

Bank Teller And Proof Operations (J)

Barbering And Hair Care (R)

Bricklaying (Masonry) (R, V)

Business And Office Training (J, V)

Carpentry (R, V)

Diesel And Truck Mechanics (R, V)

Electric Motor Repair (R)

General Electricity And Wiring (R, V)

Human Development Aide (J)

Industrial Drafting (J, R, V)

Industrial Maintenance (V)

Machine Shop And Tool And Die Making

(J, R, V)

Meat Merchandising (R)

Nurse Aide (J, V)

Office Machine Repair (R)

Offset Printing (R)

Phlebotomy (R)

Practical Nursing (J, V)

Psychiatric Aide (J)

Radio and Television Servicing (J, R)

Refrigeration And Air Conditioning (R)

Respiratory Therapy Technology (J)

Surgical Technology (J)

Unit Service (Ward) Clerk (J)

Welding (J, R, V)

SECONDARY VOCATIONAL PROGRAMS

(Location: Vicksburg-Warren County Branch)

Agribusiness

Automotive Mechanics Automotive Services Bricklaying (Masonry)

Business Education Cooperative

Carpentry

Data Processing And Keypunch

Operation

Distributive Education Cooperative

Fashion Merchandising

General Agriculture

General Electricity And Wiring

Industrial Drafting
Industrial Maintenance
Intensive Business Training

Machine Shop Marketing

Trade And Industrial Cooperative

Welding

Agricultural Diesel Mechanics

Program Description: This program is designed to provide specialized training in the field of agricultural diesel mechanics. This includes a study of engine design, use, maintenance and repair techniques. The program covers such areas as internal combustion, electrical systems, hydraulic systems, power trains, air conditioning and other related areas.

Length 3 Semesters plus 1 Summer Session; 1680 CH; 56 SH

VAD 1114 Orientation

4 SH

(Prerequisite: None) A study of the history and development of farm power equipment, job opportunities, safety, tool identification and their usage. Also a study of the proper use of the welding equipment. (120 CH)

VAD 1124 Electrical Systems

4 SH

(Prerequisite: VAD 1114) A study of the theory of electricity, the repair and service of electrical systems including the charging system, battery and wiring systems. (120 CH)

VAD 1138 Gas and Diesel Engines I

8 SH

(Prerequisite: VAD 1114) A study of the theory of internal combustion engine, disassembly and parts identification, repair and assembly. (240 CH)

VAD 1148 Gas and Diesel Engines II

8 SH

(Prerequisite. VAD 1138) A study of the engine systems and repairs. This includes the lubrication system, fuel system, and cooling systems. (240 CH)

VAD 1158 Power Transmissions

8 SH

(Prerequisite VAD 1114) A study of the theory of sliding gear transmission, techniques of high and low ranges for power, identification, repair and service. (240 CH)

VAD 1168 Special Projects

8 SH

(Prerequisite VAD 1114) The study and repair of farm power air conditioning, welding projects and other related projects (240 CH)

VAD 2114 Differentials

4 SH

(Prerequisite. VAD 1114) A complete study and repair of final drives, rings, gears, pinions, axles, bearing, housing and brakes (120 CH)

VAD 2124 Hydraulics

4 SH

(Prerequisite VAD 1114) A study of the theory of hydraulics and its application to farm power machinery and the repair of all types of farm related hydraulic systems. (120 CH)

VAD 2134 Miscellaneous Equipment

4 SH

(Prerequisite VAD 1114) A study of the operations and repair of soil preparation equipment, combines, cotton pickers, hay balers, forage harvesters and chemical applicators. (120 CH)

VAD 2144 Preventive Maintenance

4 SH

(Prerequisite VAD 1114) A study of the preventive maintenance methods used for farm power equipment (120 CH)

Airframe and Powerplant Maintenance

Program Description: This program prepares a student to take the FAA Mechanics Exam. Course material covers engines and the airframe.

Length: 4 Semesters plus 1 Summer Session; 2160 CH; 72 SH

VAP 1118 General Theory and Maintenance I

8 SH

(Prerequisite: None) A study of aircraft electrical and cooling systems. (240 CH)

VAP 1128 General Theory and Maintenance II

8 SH

(Prerequisite: VAP 1118) A study of aircraft hydraulic systems. Maintenance and repair of propellers. (240 CH)

VAP 1138 Powerplants I

8 SH

(Prerequisite: VAP 1128) Operation of propellers. Introduction to reciprocating engines. (240 CH)

VAP 1148 Powerplants II

8 SH

(Prerequisite: VAP 1138) A study of lubrication systems. Engine ignition systems. (240 CH)

VAP 1158 Powerplants III

8 SH

(Prerequisite: VAP 1148) Reciprocating engine overhaul. Radical and opposed engine overhaul. (240 CH)

VAP 2114 Powerplants IV

4 SH

(Prerequisite: VAP 1128) A study of aircraft drawings and specifications (120 CH)

VAP 2124 Airframe I

4 SH

(Prerequisite: VAP 1128) Instrumentation, fire protection and engine inspection. (120 CH)

VAP 2138 Airframe II

8 SH

(Prerequisite: VAP 2124) A study of airframe structure, finishes, covering and welding. (240 CH)

VAP 2148

Airframe III

8 SH

(Prerequisite: VAP 2138) Airframe systems, components. (240 CH)

VAP 2158 Airframe IV

8 SH

(Prerequisite: VAP 2148) A study of landing gear, navigational equipment, and electrical systems. (240 CH)

Automotive Body and Frame Repair

Program Description: The program includes classroom and shop learning experiences designed to prepare the student for jobs dealing with the repair of automotive and truck bodies

and frames. Theory and practice in body repair, frame straightening, glasswork and painting.

Length: 3 Semesters plus 1 Summer Session; 1680 CH; 56 SH

VBF 1118 Fundamentals

8 SH

(Prerequisite: None) All phases of the body repairing, use of modern tools and equipment, step by step procedure for handling typical jobs and shop safety. (240 CH)

VBF 1128 Removing and Replacing Defective Parts

8 SH

(Prerequisite: VBF 1118) Removing and replacing of damaged parts, such as doors, panels, fenders, bumpers and hoods, with special instruction in the principles of gas and arc welding. (240 CH)

VBF 1138 Frame Straightening and Body Alignment

8 SH

(Prerequisite: VBF 1128) Use of hydraulic jacks, frame gauges and reading dimensions. Straightening of unitized and conventional frames. Door and panel alignment, glass replacing. (240 CH)

VBF 1148 Paint and Surface Preparation

8 SH

(Prerequisite: VBF 1118) Use of wax and silicone removers and use of body fillers, fiber glass and sand papers, preparing metal for painting, sanding, masking and priming. (240 CH)

VBF 1158 Shop Management and Estimating

8 SH

(Prerequisite: None) Instruction in estimating. Responsibilities of shop management, ordering materials and parts. (240 CH)

VBF 2118 Painting

8 SH

(Prerequisite: VBF 1148) Theory and techniques of automobile painting; use of the acrylic lacquer, acrylic enamel, and polyurethane enamel; construction and operation of the necessary equipment such as air requirements, type of spray patterns, spray gun care and operation. (240 CH)

VBF 2128 Special Painting Problems

8 SH

(Prerequisite: VBF 2118) Painting lacquer over lacquer, spot painting, painting lacquer over enamel, off spot mixing color and the use of additives, recoat sealers, anti wrinkle and catalyst. (240 CH)

Automotive Mechanics

Program Description: This program is designed to prepare students for employment in the field of Automotive Mechanics. Training gives students much practical experience in overhauling engines, transmissions, clutches, rear ends and in dealing with other problems that are encountered in repairing automobiles. It also gives the student an opportunity to acquire the technical and related information necessary for job competency in the transportation industry.

Length: 4 Semesters plus 1 Summer Session; 2160 CH; 72 SH

VAM 1114 Orientation

4 SH

(Prerequisite: None) History of the automobile industry, job opportunities, safety, first aid, tool identification and usage and service operations. (120 CH)

VAM 1124 Suspension and Steering Systems I

4 SH

(Prerequisite: VAM 1114) A complete study of the suspension system including axles, springs and related parts. Also power and manual steering systems, wheel alignment and balance. (120 CH)

VAM 1134 Suspension and Steering Systems II

4 SH

(Prerequisite: VAM 1124) A continuation of suspension and steering systems with emphasis on wheel alignment and balance. (120 CH)

VAM 1144 Brake and Hydraulic Systems

4 SH

(Prerequisite: VAM 1114) A study of the complete braking system including manual and power brake systems. (120 CH)

VAM 1158 Gas Tune-Up

8 SH

(Prerequisite: VAM 1114) A study of the ignition system, carburetion and fuel injection. (240 CH)

VAM 1168 Electrical Systems

8 SH

(Prerequisite: VAM 1114) Theory and servicing of the electrical system including charging system, battery and wiring system. (240 CH)

VAM 1178 Air Conditioning and Heating

8 SH

(Prerequisite: VAM 1114) Theory and repair of air conditioning and heating systems including trouble-shooting, servicing and repair of components. (240 CH)

VAM 2114 Cooling and Lubrication Systems

4 SH

(Prerequisite: VAM 1114) A study of the cooling and lubrication systems including theory, water cooling, air and oil cooling systems. (120 CH)

VAM 2124 Principles of Gas Engines

4 SH

(Prerequisite: VAM 1114) A study of the internal combustion engine including theory, history, parts and engine identification. (120 CH)

VAM 2138 Engine Rebuild

8 SH

(Prerequisite: VAM 2114) Diagnosing problems, engine disassembly, parts measurement, parts ordering and reassembly of engine. Testing and run after rebuild. (240 CH)

VAM 2144 Transmission: Standard

4 SH

(Prerequisite: VAM 1114) Theory and technique of the transmission, parts identification, repair and servicing the system. (120 CH)

VAM 2154 Drive-Line: Light and Heavy

4 SH

(Prerequisite: VAM 1114) A study of the drive shaft and related parts. Also the differential, rear axle, springs and hangers, repair and installing techniques. (120 CH)

VAM 2168 Transmission: Automatic

8 SH

(Prerequisite: VAM 1114) Theory of hydraulic power, parts identification, disassembly and repair, servicing and installation. (240 CH)

Automotive Parts and Sales

Program Description: This program includes theory, laboratory, shop work and other specialized learning experiences relative to receiving, stocking, selling and shipping merchandise in the automotive after-market. Included is the study of mathematical procedures related to business operation, engine theory and operation, automotive systems, the use of office machines, auto parts store management and customer relations. Students will be assigned to approved training stations for on-the-job training. Specific training will enable the student to: ascertain the correct part required by the customer, advise the customer according to the description given, read various catalogs to determine the part number and price, measure engine parts, display merchandise, determine correct interchange parts, accept telephone orders and take inventory.

Length: 2 semesters plus 1 Summer Session; 1200 CH; 40 SH

VAS 1118 Orientation and Records Management

8 SH

(Prerequisite: None) Job opportunities, physical structure of the industry. Stressing importance of records management, theory and practice of inventory control. Basic math applied to the parts industry. (240 CH)

VAS 1128 Automotive Assemblies and Systems

8 SH

(Prerequisite: None) Emphasis on describing the function and identification of the assembly or system. Study of different tools and equipment used. (240 CH)

VAS 1138 Catalogs and Merchandising

8 SH

(Prerequisite: None) Use of catalogs, price sheets, display designs, advertising methods and product literature. (240 CH)

VAS 1148 Internal Operations and Saies

8 SH

(Prerequisite: None) Study of stock investment, turnover and shipping methods. Developing sales attitude. Techniques of counter selling and telephone selling. (240 CH)

VAS 1158 Supervised Sales Experience

8 SH

(Prerequisite: VAS 1118, 1128, 1138 and 1148) Practical experience in dealing with the public regarding the parts industry. Role playing in a school environment and actual work experience under supervised conditions at various types of parts dealers. (240 CH)

Bank Teller and Proof Operations

Program Description: This program is intended to train the individual learner for successful employment as a bank teller and/or proof operator. This self-paced program allows students to progress at their own pace, depending on their abilities.

Length: 10 weeks; 300 CH; 10 SH

VBT 1116 Bank Teller Operations

6 SH

(Prerequisite: None) This course includes study modules and simulated training necessary in every major area of teller responsibility. (180 CH)

VBT 1124 Proof Operations

4 SH

(Prerequisite: None) This course is designed to enable the student to acquire the basic skills and knowledge to operate the proof system. The student should be able to identify parts and basic components of the system and match operational functions of the system to the purpose. (120 CH)

Barbering and Hair Care

Program Description: This program includes theory, laboratory shopwork and other specialized learning experiences relative to haircutting, styling, perming, coloring and skin care. Included is the study of salesmanship, business management, law, and customer relationships. This program is designed to prepare the student for employment in the barbering and hair care field. A student must pass the State Barber Board Examination in order to complete this program.

Length: 2 Semesters plus 1 Summer Session; 1500 CH; 38 SH

VBA 1118 Basic Practices

8 SH

(Prerequisite: None) Orientation and practical experience in handling tools, sanitation and sterilization, haircutting, styling, shampooing, blow drying and perm rolling. (320 CH)

VBA 1128 Elementary Practices

8 SH

(Prerequisite: VBA 1118) Performing basic practices independently with supervision. Familiarization and practice of shave, perm processing, colors and bleach, hair analysis and treatment of damaged hair, and salesmanship. (320 CH)

VBA 1138 Intermediate Practices

8 SH

(Prerequisite: VBA 1128) Review and mastery of basic and elementary practices. Study of facials, modern haircuts and styles for men and women, color processing, wet sets and makeup, hot roller techniques, additional blow drying techniques and curling iron techniques. (320 CH)

VBA 1148 Advanced Techniques

8 SH

(Prerequisite: VBA 1138) Continuation of intermediate barbering with emphasis on speed and accuracy. Familiarization and study of directional rolling, skin care and related subjects. Business management, law, and customer relationships. (320 CH)

VBA 1156 Special Problems

6 SH

(Prerequisite: VBA 1148) Continuation of intermediate barbering and advanced techniques with emphasis on individual problems in mastering skills necessary to become a barber stylist. (220 CH)

Bricklaying

Program Description: This program is designed to prepare students for employment as brick masons. It provides classroom and shop learning experiences concerned with the cutting, chipping and fixing position of concrete blocks, brick, and stone and using bonding materials and hand tools. Also included is training in concrete finishing, planning, estimating and reading of architectural plans.

Length: 2 Semesters plus 1 Summer Session; 1200 CH; 40 SH

VCM 1118 Introduction and Safety

8 SH

(Prerequisite: None) Orientation to the bricklaying profession. Care and use of the tools, terms, nomenclature and safety procedures used in the bricklaying trade. (240 CH)

VCM 1128 Corner Lead

8 SH

(Prerequisite: VCM 1118) Instruction and experience in constructing guidelines and working layouts. Projects include construction of four-, eight- and twelve-inch corner leads. (240 CH)

VCM 1138 American Bond

8 SH

(Prerequisite: VCM 1118) Instruction and practical experience in constructing four-, eightand twelve-inch walls. (240 CH)

VCM 1148 Advanced Patterns

8 SH

(Prerequisite: VCM 1128 and 1138) Instruction and practical experience in constructing patterns and designs as found in fireplaces and arches. Reading, interpreting and building from plans and specifications. (240 CH)

VCM 1158 Blocks, Stone and Estimating

8 SH

(Prerequisite: VCM 1148) Building with blocks and stone. Estimating costs of material and labor. (240 CH)

Business and Office Training

Program Description: The Business and Office Training program is intended for those persons whose primary objective is to train for initial employment in the clerical field. It is designed as a two-semester training program made up of three 8-week blocks of general clerical instruction and one 8-week block of specialized instruction. An initial block to review basics may be required to bring student up to entry level for the program. Students with previous college background or extensive working experience may become exempt from a course by satisfactorily passing a comprehensive test in that area.

Length: 2 Semesters plus Basic Review; 960 CH; 32 SH

VBO 1118 Basic Review

8 SH

(Prerequisite: None) Basic typewriting, basic math review, English grammar review, and human relations. Pretests will be given to determine level of entry. Upon satisfactory completion or exemption of VBO 1118, the student will be able to enter the business and office instructional program. (240 CH)

VBO 1128 Basic Business and Office

8 SH

(Prerequisite: VBO 1118 or exemption) Typing business communications, machine calculations, alphabetic filing, and word studies. Upon satisfactory completion of VBO 1128, the student will be able to enter the clerical field as a general office clerk, OE 14.0303. (240 CH)

VBO 1138 Intermediate Business and Office

8 SH

(Prerequisite: VBO 1128) Typing technical papers and reports, accounting principles, business English, business letter typing, career exploration, and money management. Upon satisfactory completion of VBO 1138, the student will be able to enter the clerical field as a clerk typist, OE 14.0901. (240 CH)

VBO 1148 Advanced Business and Office

8 SH

(Prerequisite: VBO 1138) Introduction to word processing concepts and equipment, a continuation of accounting principles and business English, machine transcription, and personal development. Upon satisfactory completion of VBO 1148, the student will be able to enter the clerical field as a typist, OE 14.0902 (240 CH)

VBO 1158 Specialized Area for Accounting Clerk

8 SH

(Prerequisite: VBO 1148) Accounting subsystems and an office practice simulation for accounting clerks. Upon satisfactory completion of VBO 1158, the student will be able to enter the clerical field as an accounting clerk (bookkeeper), OE 14.0102. (240 CH)

VBO 1168 Specialized Area for File Clerk

8 SH

(Prerequisite: VBO 1148) Office practice simulation covering alphabetic, numeric, subject, and geographic filing and advanced typewriting. Upon satisfactory completion of VBO 1168, the student will be able to enter the clerical field as a file clerk, OE 14.0302. (240 CH)

VBO 1178 Specialized Area for Receptionist

8 SH

(Prerequisite: VBO 1148) Office practice simulation for a receptionist, telephone and message handling, and advanced typewriting. Upon satisfactory completion of VBO 1178, the student will be able to enter the clerical field as a receptionist, OE 14.0406. (240 CH)

VBO 1188 Specialized Area for Word Processing Operator

8 SH

(Prerequisite: VBO 1148) Advanced work on the word processing equipment combined with machine transcription skills, proofreading and editing, and advanced typewriting. Upon satisfactory completion of VBO 1188, the student will be able to enter the clerical field as a word processing operator, OE 14.99 (240 CH)

Carpentry

Program Description: This program is designed to prepare a student with the basic skills and technical knowledge of the carpentry trade. Instruction includes both theory and practical application of these skills needed in the carpentry trade. Upon completion of this program, a student should be able to function on the level of an advanced apprentice in the carpentry field.

Length: 2 Semesters plus 1 Summer Session; 1200 CH; 40 SH

VCM 1118 Basic Principles and Safety

8 SH

(Prerequisite: None) Use of hand and power wood working tools. Introduction to safety practices and safe work habits. Terminology of the carpentry trade and characteristics of building materials. Emphasis on the safe use, care, and adjustment of equipment and tools. (240 CH)

VCM 1128 Foundations

8 SH

(Prerequisite: VCM 1118) Site selection, site preparation, plot plans, squaring and layout. Forms, floor and sill framing. (240 CH)

VCM 1138 Framing

8 SH

(Prerequisite: VCM 1128) A study of the different kinds of framing, including floor, wall and roof. (240 CH)

VCM 1148 Finishing

8 SH

(Prerequisite: VCM 1138) Interior and exterior finishing. Emphasis on installing cornices, siding, casings, paneling, doors, trim and windows. (240 CH)

VCM 1158 Special Problems

8 SH

(Prerequisite: VCM 1148) Blueprints, estimating with emphasis on installation of cabinets and built-in units. (240 CH).

Diesel and Truck Mechanics

Program Description: This course is designed to prepare student for employment in the field of Diesel and Truck Mechanics. Training gives students much practical experience in overhauling engines, transmissions, clutches, rear ends and in dealing with other problems that are encountered in repairing trucks and many types of diesel equipment. It also gives the student an opportunity to acquire the technical and related information necessary for job competency in the transportation and construction industries.

Length: 4 Semesters plus 1 Summer Session; 2160 CH; 72 SH

VDM 1114 Orientation

4 SH

(Prerequisite: None) History of the truck industry, job opportunities, safety, first aid, tool identification and usage and service operations. (120 CH)

VDM 1124 Suspension and Steering Systems

4 SH

(Prerequisite: VDM 1114) A complete study of the suspension system including light and heavy truck frames, axles, springs and related parts. Also, power and manual steering systems, wheel alignment and balance. (120 CH)

VDM 1138 Brake and Hydraulic Systems

8 SH

(Prerequisite: VDM 1114) A study of the complete braking system including hydraulic, hydro-vacuum, air over hydraulic, air and mechanical systems. Hydraulic components of the vehicle. (240 CH)

VDM 1144 Gas Tune-Up

4 SH

(Prerequisite: VDM 1114) A study of the ignition system, carburetion and fuel injection. (120 CH)

VDM 1154 Electrical Systems

4 SH

(Prerequisite: VDM 1114) Theory and servicing of the electrical system including charging system, battery and wiring system. (120 CH)

VDM 1164 Air Conditioning and Heating

4 SH

(Prerequisite: VDM 1114) Theory and repair of air conditioning and heating systems including trouble-shooting, servicing and repair of components. (120 CH)

VDM 1174 Cooling and Lubrication Systems

4 SH

(Prerequisite: VDM 1114) A study of the cooling and lubrication systems including theory, water cooling, air and oil cooling systems. (120 CH)

VDM 1184 Principles of Gas and Diesel Engines

4 SH

(Prerequisite: VDM 1114) A study of the internal combustion engine including theory, history, parts and engine identification. (120 CH)

VDM 1194 Principles of Fuel Injection

4 SH

(Prerequisite: VDM 1114) Introduction to the fuel systems, method of injection, fuel oil ratings, trouble-shooting, servicing, and repair including calibration to manufacturer's specification. (120 CH)

VDM 2118 Engine Rebuild

8 SH

(Prerequisite: VDM 1184) Diagnosing problems, engine disassembly, parts measurement, parts ordering and reassembly of engine. Testing and run after rebuild. (240 CH)

VDM 2124 Transmission: Standard Light

4 SH

(Prerequisite: VDM 1114) Theory and technique of the transmission, parts identification, repair and servicing the system. (120 CH)

VDM 2134 Transmission: Standard Heavy

4 SH

(Prerequisite: VDM 2124) A study of unit application and identification. Trouble-shooting, repair and rebuild. (120 CH)

VDM 2148 Transmission: Automatic

8 SH

(Prerequisite: VDM 1114) Theory of hydraulic power, parts identification, disassembly and repair, servicing and installation. (240 CH)

VDM 2154 Drive-Line: Light and Heavy

4 SH

(Prerequisite: VDM 1114) A study of the drive shaft and related parts. Also the differential, rear axle, springs and hangers, repair and installing techniques. (120 CH)

VDM 2164 Diesel Tune-Up

4 SH

(Prerequisite: VDM 1194) Diagnosing the fuel system, air system filters and making necessary adjustments and repairs. (120 CH)

Electric Motor Repair

Program Description: This program covers the repair of AC and DC motors of all sizes and voltages. The course stresses the fundamental theory of electricity and safe work habits. A student should develop skills and knowledge in stripping, recording, insulating, winding coils, inserting insulators, and connecting and lacing windings.

Length: 3 Semesters plus 1 Summer Session; 1680 CH; 56 SH

VEM 1118 Introduction to Electric Motor Repair

8 SH

(Prerequisite: None) Care and use of tools and equipment. Safety, trouble shooting and minor repair on split-phase motors. (240 CH)

VEM 1128 Split-Phase Motors

8 SH

(Prerequisite: VEM 1118) Rewinding and rebuilding split-phase motors. Trade Math and Business Practices. (240 CH)

VEM 1138 Capacitor-Start Motors I

8 SH

(Prerequisite: VEM 1118) Trouble shooting and minor repair of capacitor start motors, permanent-split capacitor motors. Checking circuits. Replacing bearings and switches. (240 CH)

VEM 1148 Capacitor-Start Motors II

8 SH

(Prerequisite: VEM 1138) Rewinding and rebuilding capacitor-start motors. Stripping the old winding, recording winding data and insulate slots. Winding coils, connect and lace winding. (240 CH)

VEM 1158 Three-Phase Motors I

8 SH

(Prerequisite: VEM 1118) Trouble shooting three-phase motors. Checking circuits, checking bearings and replacing bearings. (240 CH)

VEM 2118 Three-Phase Motors II

8 SH

(Prerequisite: VEM 1158) Rebuilding and rewinding three-phase motors. Recording winding data and insulate slots. Winding coils and inserting phase insulators. (240 CH)

VEM 2128 Star and Delta Circuits

8 SH

(Prerequisite: VEM 2118) Connect three-phase motors for Star and Delta. Connections, lace and shape winding. (240 CH)

General Electricity and Wiring

Program Description: Upon completion of this program, a graduate will be capable of installing and maintaining electrical circuits, panels, and providing electrical service to commercial and industrial users. The student will be capable of taking the blueprints of a residence and figuring the materials and labor required and the installation of the system in the structure. The student will be able to troubleshoot and repair electrical circuits of most types.

Length: 4 Semesters; 1920 CH; 64 SH

VEW 1118 Fundamentals of Electricty

8 SH

(Prerequisite: None) Electrical theory, National Electrical Codes and blueprint reading, trade mathematics and general business practice. (240 CH)

VEW 1128 Safety and Residential Wiring

8 SH

(Prerequisite: VEW 1118) Hazards, safety devices and regulations. Romex installation, planning and design of a romex structure. (240 CH)

VEW 1138 Residential Wiring

8 SH

(Prerequisite: VEW 1128) Layout a romex system, complete with all wiring and related equipment for a residence as required by the National Electrical Code. (240 CH)

VEW 1148 Calculation and Estimating Cost

8 SH

(Prerequisite: VEW 1138) Estimation of materials and cost of a complete wiring system to be installed in a residence. Calculation of circuit loads and balance. Calculate service entrance for system. (240 CH)

VEW 1158 Conduit Bending and Installation

8 SH

(Prerequisite: VEW 1148) Conduit bending practices for industrial and commercial systems. Conduit bending installation. (240 CH)

VEW 2118 Industrial Wiring

8 SH

(Prerequisite: VEW 1158) Calculate feeder sizes for individual loads for industrial installations with circuit load protection. (240 CH)

VEW 2128 Troubleshooting and Repairs

8 SH

(Prerequisite: VEW 2118) Troubleshoot and repair electrical circuits of all types. Repair electrical control equipment. (240 CH)

VEW 2138 Transformers and Additions

8 SH

(Prerequisite: VEW 2128) Make transformer installation and hook-up. Plan additions to existing facilities as relates to the National Electrical Code. (240 CH)

Human Development Aide

Program Description: An introduction to mental retardation, emphasizing that all children develop sequentially and teaching the differences between the retarded child and a normal child in terms of rate of development and maximum attainable goal.

Length: 8 weeks; 240 CH; 8 SH

VHD 1118 Human Development Aide

8 SH

(Prerequisite: Approval of Human Development Aide Admissions Committee) Introduction to infant and child development, theories of learning, and mental retardation. Practice in behavioral observation and recording, maintaining programs and record keeping. Materials and methods in language development, motor development, socialization and arts and crafts. The role of the human development aide, discussion of child rearing practices. (240 CH)

Industrial Drafting

Program Description: This is a one or two year drafting program. The one year intensified drafting program will teach the student basic and advanced drafting techniques and basic architectural drafting. At this point, if the student has obtained a full time job as a draftsman, the student may take two additional courses known as supervised field experience and receive a one year certificate. The two year program will cover the same course work as the one year program except it will give the student a much broader base in the drafting field. These additional subject areas are: intermediate architectural drafting, advanced architectural drafting, piping, H. V. A. C. and topographic drafting. These additional courses will increase the students opportunities in expanding business and industrial areas.

Length: 2 Semesters plus 1 Summer Session; 1200 CH; 40 SH plus 4 SH of Field Experience **OR** 4 Semesters plus 1 Summer Session; 2160 CH; 72 SH

VDR 1118 Basic Drafting i

8 SH

(Prerequisite: None) Introduction to drafting and the graphic language, mechanical drawing, lettering, geometrical construction, reproduction and control of drawings, sketching and shape description. (240 CH)

VDR 1128 Basic Drafting II

8 SH

(Prerequisite: VDR 1118) Dimensioning, multiview projection, sectional views, auxiliary views, revolutions. (240 CH)

VDR 1138 Advanced Drafting I

8 SH

(Prerequisite: VDR 1128) Axonometric projections, oblique projection, perspective, threads and fasteners and spring, gearing and cams. (240 CH)

VDR 1148 Advanced Drafting II

8 SH

(Prerequisite: VDR 1138) Designs and working drawings. (240 CH)

VDR 1158 Basic Architectural Drafting

8 SH

(Prerequisite: VDR 1148) Structures, essentials of planning, from ideas to reality, complete the student guide, and also do 25 detailed drawings. (240 CH)

Option 1: Advanced Drafting

VDR 2118 Intermediate Architectural Drafting

8 SH

(Prerequisite: VDR 1158) First house plan, latham house from student guide, second house plan, with 2500 sq. ft + 100 sq. ft. (240 CH)

VDR 2128 Advanced Architectural Drafting

8 SH

(Prerequisite: 2118) Student choice with approval of instructor of: (1) third house plan, possible passive solar, underground, or conventional, $1\frac{1}{2}$ or 2 story, (2) rendered perspective and pen and ink presentation floor plan and front elevation. (Combination of above with instructor approval.) (240 CH)

VDR 2138 Pipe and H. V. A. C. Drafting

8 SH

(Prerequisite: VDR 2128) Pipe symbols, methods of representing pipe symbols. Diagram

drawing, controls, pipe and pipe fittings, working drawings and sample plans and design practices. Duct drafting, isometric duct drafting, sectional drawing and details. (240 CH)

VDR 2148 Topographic Drafting

8 SH

(Prerequisite: VDR 2138) Signs, symbols, interpretation, contours, mapping. (240 CH)

Option 2: Field Experience

VDR 2152 Supervised Field Experience I

2 SH

(Prerequisite: VDR 1158) Supervised and approved on-the-job training as a full-time draftsman. (240 CH)

VDR 2162 Supervised Field Experience II

2 SH

(Prerequisite: VDR 2152) Supervised and approved on-the-job training as a full-time draftsman. (240 CH)

Industrial Maintenance

Program Description: This program is designed to prepare students for employment as maintenance personnel for various types of industries. It provides shop and classroom learning experiences in the areas of construction, electricity, instrumentation, plumbing, air conditioning, welding, fabrication, and custodial services. Students will also receive training in safety, supervision of a maintenance crew, repair-maintenance of various machinery, plumbing, physical structure, and electrical wiring and fixtures of commercial and industrial establishments in accordance with blueprints, manuals, and building codes, using handtools and carpenter's, electrician's and plumber's tools and special problems arising in maintenance.

Length: 4 Semesters plus 1 Summer Session; 2160 CH; 72 SH

VIM 1118 Welding and Fabrication I

8 SH

(Prerequisite: None) Basic techniques in oxygen-acetylene and electric arc welding, selection of electrodes, identification of metals. (240 CH)

VIM 1128 Welding and Fabrication II

8 SH

(Prerequisite: VIM 1118) Welding in flat, horizontal, and vertical positions. Layout of work and strength of materials used in various jobs. (240 CH)

VIM 1138 Construction and Repair Techniques I

8 SH

(Prerequisite: None) Materials in building construction, paneling, finishing, batter boards, grade stakes, foundation, framing, casings, partitioning, and plastics. (240 CH)

VIM 1148 Construction and Repair Techniques II

8 SH

(Prerequisite: None) Sheetmetal, doors, windows, glass, locks, cabinets, furniture upkeep, design, and layout of internal parts of buildings. (240 CH)

VIM 1158 Electricity and Instrumentation I

8 SH

(Prerequisite: None) Electrical theory, national electric code, switches, motor controls,

layouts of romex and conduit, wiring devices, and power supply. (240 CH)

VIM 2118 Electricity and Instrumentation II

8 SH

(Prerequisite: VIM 1158) Conductors, appliance installation, lighting fixtures, switch panels, splices, instrument testing, raceways, troubleshooting, and upkeep. (240 CH)

VIM 2128 Plumbing and Air Conditioning I

8 SH

(Prerequisite: None) Basic systems, cycles, heat pumps, heating and cooling units. Freezers, plumbing fixtures and systems, hydraulics and pneumatics, air conditioning systems, sewage treatment, drains, valves, piping. (240 CH)

VIM 2138 Plumbing and Air Conditioning II

8 SH

(Prerequisite: VIM 2128) Codes, meters, soldering, brazing, water supply systems, sprinkler systems, generators, boilers, cooling towers, copper tubing, and leveling instruments. Pumps, compressors, conveyors, and bearings. (240 CH)

VIM 2148 Custodial Services and Special Problems

8 SH

(Prerequisite: None) Cleaners, waxes, protective devices, floor preparation, lawn care, small engines, furniture care, moving heavy loads, proper storage, lockers, floor machines, buffers, and packaging. Supervision of workers, record keeping, estimating, trouble shooting from a set of prints, rigging, controls, and lubrication. (240 CH)

Machine Shop and Tool and Die Making

Program Description: This program is designed to prepare students for the beginning level of employment as machinists. Instruction involves making computations relating to work dimensions, tooling, feeds and speeds of machining. It also emphasizes benchwork, use of lathes, shapers, milling machines, grinders and drills; the use of precision measuring instruments, such as layout tools, micrometers and gauges; methods of machining and heat treating of various metals; blueprint reading; and the layout of machine parts. During the second year of the program, students can choose to specialize in either Advanced Machine Operations or Tool and Diemaking Operations.

Length: 4 Semesters plus 1 Summer Session; 2160 CH; 72 SH

VMS 1118 . Basic Machine Shop I

8 SH

(Prerequisite: None) Shop safety, shop math, blueprint reading, bench work, drill press, measuring tools, shop projects. (240 CH)

VMS 1128 Basic Machine Shop II

8 SH

(Prerequisite: VMS 1118) Shop safety, shop math, blueprint reading, measuring tools, introduction to lathe, shop projects. (240 CH)

VMS 1138 Intermediate Machine Shop I

8 SH

(Prerequisite: VMS 1128) Safety, intermediate blueprint reading, lathe operations, shop projects. (240 CH)

VMS 1148 Intermediate Machine Shop II

8 SH

(Prerequisite: VMS 1138) Safety, intermediate blueprint reading, bandsaw machining, vertical milling operations, horizontal milling operations, shop projects. (240 CH)

VMS 1158 Special Projects

8 SH

(Prerequisite: VMS 1148) Safety, shop math, welding, metric system, foremanship, special projects. (240 CH)

Option 1: Advanced Machine Operations

VMS 2118 Advanced Machine Shop I

8 SH

(Prerequisite: VMS 1158) Safety, advanced blueprint reading, indexing, gears, shop projects. (240 CH)

VMS 2128 Advanced Machine Shop II

8 SH

(Prerequisite: VMS 2118) Safety, advanced blueprint reading, shapers and planers, shop projects. (240 CH)

VMS 2138 Metals

8 SH

(Prerequisite: VMS 2128) Safety, materials identification, physical properties and heat treatment of metals, shop projects. (240 CH)

VMS 2148 Special Machining Processes

8 SH

(Prerequisite: VMS 2138) Safety, measuring machines, numerical control machining, electrical discharge machining and shop projects. (240 CH)

Option 2: Tool and Die Making

VMS 2158 Basic Die Making I

8 SH

(Prerequisite: VMS 1158) How to read shop drawings; heat treating of metals; fundamentals of die making: (1) blanking and/or piercing dies, (2) bending, (3) making die sections and components, (4) mounting die sections. (240 CH)

VMS 2168 Basic Die Making II

8 SH

(Prerequisite: VMS 2158) How to read shop drawings; layouts of stock material and strips; die sets. (240 CH)

VMS 2178 Advanced Die Making I

8 SH

(Prerequisite: VMS 2168) How to read shop drawings; relationships of die to press and feeds; position of die in press; progressive dies. (240 CH)

VMS 2188 Advanced Die Making II

8 SH

(Prerequisite: VMS 2178) How to read shop drawings; secondary operations, draw dies. (240 CH)

Meat Merchandising

Program Description: This program is designed to give specialized training in the field of meat processing. Students are given an opportunity to master the skills necessary for success in this area which include slaughtering; chilling; aging; quartering; cutting and inspecting beef, pork and lamb.

Length: 2 Semesters plus 1 Summer Session; 1200 CH; 40 SH

VMC 1118 Introduction to Meat Merchandising

8 SH

(Prerequisite: None) Identification of wholesale and retail cuts of meat. Preparation and serving of meat products. Background information on dressing, chilling, storage, sanitation, inspection, grading, curing and smoking procedures for different types of meat products. (240 CH)

VMC 1128 Meat Merchandising I

8 SH

(Prerequisite: VMC 1118) Breaking carcasses into wholesale boxed cuts of beef, pork and lamb, preparing basic retail cuts from wholesale boxed cuts, boning procedures, etc. 240 CH)

VMC 1138 Meat Merchandising II

8 SH

(Prerequisite: VMC 1128) Cutting and merchandising poultry, fish products, merchandising of smoke meat counter, refrigeration, and display techniques of poultry, fish, and smoke meats. (240 CH)

VMC 1148 Advanced Meat Merchandising I

8 SH

(Prerequisite: VMC 1138) Advanced merchandising techniques including wholesale purchasing meat pricing and forecasting gross profits, gross profit control yield data and conducting cutting test. (240 CH)

VMC 1158 Advanced Meat Merchandising II

8 SH

(Prerequisite: VMC 1148) Special study of meat merchandising as it affects the many different phases of the meat industry. Includes salesmanship and customer relations. (240 CH)

Nurse Aide

Program Description: An eight-week course designed to prepare qualified men and women to become Nurses Aides. The applicant must pass a written final examination to obtain a Nurse Aide Card. In addition to regular admission requirements, students must have a personal interview, complete the GATB, and submit a medical record.

Length: 8 weeks; 320 CH; 8 SH

VNA 1118 Nurse Aide

8 SH

(Prerequisite: Approval of Nurse Aide Admissions Committee) Introduction to health care and basic nursing skills. Introduction to basic science, terminology, and basic nursing skills performed under the supervision of a professional nurse. 164 hours of class work and 156 hours of clinically supervised practice. (320 CH)

Office Machine Repair

Program Description: Training in Office Machine Repair emphasizes the functions and adjustments of all standard office machines, as well as cleaning, repairing and estimating the cost of repairs on these machines. Live operating equipment is used in the shop so that the students may solve problems similar to those found in actual work situations.

Length: 4 Semesters plus 1 Summer Session; 2160 CH; 72 SH

VOM 1118 Introduction and Safety

8 SH

(Prerequisite: None) Introduction to the office machine field. Study of machine procedure and all safety procedures to be used in classroom and shop. Proper use of tools is stressed. (240 CH)

VOM 1128 Manual Typewriter Repair

8 SH

(Prerequisite: VOM 1118) This unit covers disassembly, reassembly, cleaning, repair and adjustment of all major brands of typewriters. (240 CH)

VOM 1138 Electric Typewriter Repair

8 SH

(Prerequisite: VOM 1128) In this unit disassembly, reassembly, cleaning, repair and adjustments are covered. The electric motor drive is introduced. (240 CH)

VOM 1148 Manual Adding Machines

8 SH

(Prerequisite: VOM 1138) Principles of addition, also repair and service of all straight adders. (240 CH)

VOM 1158 Electric Adding Machines

8 SH

(Prerequisite: VOM 1148) Repair of all electric adding machines. The electric motor drive is incorporated into machine. The credit balance mechanism is covered. (240 CH)

VOM 2118 Mechanical Calculators

8 SH

(Prerequisite: VOM 1158) Principles of repair, servicing, and theory of operation of mechanical calculators. Repair and adjustment of motor drive unit. (240 CH)

VOM 2128 Basic Electronics

8 SH

(Prerequisite: VOM 2118) Study of all electronic components and their function in a circuit. Study of Ohms Law and Kirchoff's Law. How to read schematics is covered. (240 CH)

VOM 2138 Electronic Calculators

8 S

(Prerequisite: VOM 2128) Repair and service of display and printing calculators. Repair of printed circuit boards. (240 CH)

VOM 2148 Advanced Problems

8 SH

(Prerequisite: VOM 2138) Practical experience and bench work. Study of sales and meeting the public. Estimating the cost of repairs is covered in this unit. (240 CH)

Offset Printing

Program Description: This program prepares students for entry-level jobs in printing. In

The Courses

struction is given in layout, paste-up, camera operation, plate making, color processing, printing and binding.

Length: 2 Semesters plus 1 Summer Session; 1200 CH; 40 SH

VOP 1118 Basic Printing I

8 SH

(Prerequisite: None) Techniques of photo conversion. (240 CH)

VOP 1128 Basic Printing II

8 SH

(Prerequisite: VOP 1118) A study of image design and layout techniques including photo typesetting, stripping and platemaking procedures. (240 CH)

VOP 1138 Presswork I

8 SH

(Prerequisite: None) The study of inks, fountain solution, Ph value, press set up, press run and press clean up. (240 CH)

VOP 1148 Presswork II

8 SH

(Prerequisite: VOP 1138) The operation of a 2-color T-head press. The operation and maintenance of presses and duplicators, press adjustments and the operation of chain and pan delivery systems. (240 CH)

VOP 1158 Advanced Printing

8 SH

(Prerequisite: VOP 1128, 1148) Advanced techniques in image assembly, photo conversion, stripping and platemaking, operating duplicators and presses. Bindery procedures which includes the study of paper, padding, bookbinding, and operating the various machines used in bindery. (240 CH)

Phlebotomy

Program Description: Phlebotomy teaches students to successfully obtain specimens of blood for the clinical laboratory. The student must also know some psychology that will aid in correctly handling the patient as the phlebotomist is the liaison person for the clinical laboratory. The first four weeks consists of didatic studies in anatomy of the circulatory system, industrial psychology, CPR and a student laboratory in proper techniques in phlebotomy. The second four weeks consists of introduction to Phlebotomy techniques in clinical hospitals with the first week in directive practice and the last three weeks in clinical experience. The third four weeks consists of advanced clinical experience in Phletotomy.

Length: 12 weeks; 480 CH; 12 SH

VPT 1114 Phlebotomy I

4 SH

(Prerequisite: Approval of Phlebotomy Admissions Committee) Didatic studies in anatomy of the circulatory system and CPR. (160 CH)

VPT 1124 Phlebotomy II

4 SH

(Prerequisite: VPT 1114) Introduction to clinical experience for Phlebotomy, forty hours per week for four weeks in an assigned hospital. (160 CH)

VPT 1134 Phlebotomy III

4 SH

(Prerequisite: VPT 1124) Advanced Phlebotomy clinical experience, forty hours per week for four weeks divided between two assigned hospitals. (160 CH)

Practical Nursing

Program Description: Practical nursing is a one-year program designed to prepare qualified men and women to become Licensed Practical Nurses, after successful completion of the prescribed course of study and passing the State Board Examination.

Admission Requirements: Each applicant shall 1) not have a record of conviction of a felony to be eligible to take the state board exam; 2) be at least 18 years of age; 3) return application for admission to the Office of Admissions; 4) return physical examination to the Office of Admissions after being selected for admission (Physical exam form must be in Office of Admissions prior to registration; 5) high school transcript showing evidence of completion of the 12th grade or GED equivalency; 6) send college transcript, if any, to the Office of Admissions; 7) achieve passing score on GATB given by the Mississippi Employment Service; 8) score a minimum of 9 on the TABE given by Hinds Junior College; 9) upon notification, present himself/herself before a selection committee. Applicants must have met and recorded requirements 3-8 in the Office of Admissions before they will be considered for an interview. The committee, after reviewing all records and interviewing all applicants will make recommendations for selections.

Length: 2 Semesters and 1 Summer Session; 1720 CH; 40 SH

VPN 1118 Practical Nursing I

8 SH

(Prerequisite: Approval of the Practical Nursing Admissions Committee) Orientation and vocational adjustments. Body structure and functions, nutrition and an introduction to fundamental nursing skills. (344 CH)

VPN 1128 Practical Nursing II

8 SH

(Prerequisite: VPN 1118) Life span, a study of growth and development, geriatrics, and continuation of health needs, special diets, special treatments and procedures for the medical-surgical patient. (344 CH)

VPN 1138 Practical Nursing III

8 SH

(Prerequisite: VPN 1128) Fundamentals of pediatric nursing, drug administration. Introduction to pharmacology, including techniques of calculating drug dosage and administering selected medication for all age groups. (344 CH)

VPN 1148 Practical Nursing IV

8 SH

(Prerequisite: VPN 1138) Obstetrics, a comprehensive study of mother and newborn infant. Mental illness, a comprehensive study of the person with emotional problems, including drug and alcohol misuse and abuse. (344 CH)

VPN 1158 Practical Nursing V

8 SH

(Prerequisite: VPN 1148) An extensive study of the adult who has impaired body structure and functions, due to illness or malfunction of body systems. Emphasis will be on nursing care and treatments of special disorders of the body. (344 CH)

Psychiatric Aide

Program Description: A program offering the student the basics of caring for the mentally ill and mentally retarded patient. The student will be acquainted with the responsibilities, obligations, and limitations in relationships with patients, personnel and the community. The student will develop an understanding of patient behavior through the development of desirable attitudes towards caring for and treatment of patients.

Length: 16 weeks; 640 CH; 16 SH

VPA 1118 Psychiatric Aide I

8 SH

(Prerequisite: Approval of the Psychiatric Aide Admissions Committee) Introduction to Psychiatric Nursing and the role of the Psychiatric Aide. Introduction to personality growth and development, terminology, human relations and understanding mental health. (320 CH)

VPA 1128 Psychiatric Aide II

8 SH

(Prerequisite: VPA 1118) Advanced principles of nursing care for the mentally ill, classifications of mental illness, the psychiatric aide/patient relationship. (320 CH)

Radio and Television Servicing

Program Description: Instruction is given in electrical theories and their relationship to radio and television sets, receivers and test equipment. Students become skilled in testing and repairing units and minute parts of electrical and electronic equipment. Mathematics are heavily relied upon in the instructional process.

Length: 4 Semesters plus 1 Summer Session; 2160 CH; 72 SH

VTV 1118 Direct Current Circuits

8 SH

(Prerequisite: None) Introduction to direct-current, voltage and resistance, magnetism, whole numbers, exponents and scientific notation, complex numbers in algebraic form. (240 CH)

VTV 1128 Alternating Current Circuits

8 SH

(Prerequisite: VTV 1118) Introduction to alternating current circuits, inductance and transformers, capacitance, resonance and filters, trigonometric functions and definitions, line representation of sine, cosine and tangent, vectors, logarithms. (240 CH)

VTV 1138

Solid State Devices and Semiconductors Fundamentals

8 SH

(Prerequisite: VTV 1128) Introduction to solid state devices and basic circuitry. Semiconductor devices, representative circuits and vacuum tube fundamentals. (240 CH)

VTV 1148 Basic Television Theory and Servicing

8 SH

(Prerequisite: VTV 1138) Television transmission and reception. Composite picture and sound signals, bandwidth requirements and frequency allotment of channels; television receivers; servicing procedure and breakdown of receiver in sections; location of sections on the chassis. Heater circuit and low-voltage section, vertical sweep section, synchronization

section, picture-signal path, sound signal path, picture tube, alignment procedures and equipment. (240 CH)

VTV 1158 Advanced Television Theory and Servicing

8 SH

(Prerequisite: VTV 1148) Theory of color and development of a color television signal. The color transmitter, color receiver, the lummance (y) channel, the chrominance channel, the chroma (bandpass) amplifier and blanker, the demodulators and color amplifiers. The color sync section, the horizontal-sweep and high voltage section of a color TV receiver. The color picture tube and its associated circuits. Alignment procedure and equipment. (240 CH)

VTV 2118 Video Systems Theory and Servicing I

8 SH

(Prerequisite: VTV 1158) Elements of video recording, color-under; heterodync color processing, zero gardband systems, processing the luminance signal, color signal processing. (240 CH)

VTV 2128 Video Systems Theory and Servicing II

8 SH

(Prerequisite: VTV 2118) Servo systems, mechanical aspects, system control, audio systems, tuner and modulators. (240 CH)

VTV 2138 Diagnostic Procedures I

8 SH

(Prerequisite: VTV 2128) Applied bench servicing techniques in a production atmosphere that closely resembles the professional television repair shop. Use of senses of sight, sound, touch and smell. (240 CH)

VTV 2148 Diagnostic Procedures II

8 SH

(Prerequisite: VTV 2138) Applied bench servicing techniques in a production atmosphere that closely resembles the professional television repair shop. Use of senses of sight, sound, touch and smell. (240 CH)

Refrigeration and Air Conditioning

Program Description: Instruction in the operating principles, procedures, techniques and theory of air conditioning and refrigeration systems. Subject matter includes the different types of compressors, practical laboratory projects, controls and control systems. The student learns to install, maintain and repair refrigeration equipment.

Length: 4 Semesters plus 1 Summer Session; 2160 CH; 72 SH

VRA 1118 Shop Safety

8 SH

(Prerequisite: None) Introduction to refrigeration, theory and principles: systems, cycles and classification, nature and effect heat and energy. Temperature measurements and characteristics of refrigerants. Tools, refrigeration fittings, basic electricity, electrical test equipment, soldering, principles and procedures. (240 CH)

VRA 1128 Heat in Refrigeration

8 SH

(Prerequisite: VRA 1118) Principles of charging. Methods of heat transfer. Compressor design and function, major metering devices, electrical components and leak detection. Refrigeration oils, dehydration, vacuum pumps, filters and dryers. (240 CH)

VRA 1138 Compressor Operation and Application

8 SH

(Prerequisite: VRA 1128) Effect of pressure evaporators, condensers, electrical wiring diagram, factors affecting heat transfer, and insulation valves, flow control, charging and testing procedure. (240 CH)

VRA 1148 Electric Motors and Basic Refrigeration

8 SH

(Prerequisite: VRA 1138) Controls and supplementary controls, non-mechanical refrigeration systems. Electrical devices used in refrigeration and automotive air conditioning. (240 CH)

VRA 1158 Introduction to Air-Conditioning

8 SH

(Prerequisite: None: Principles of comfort cooling, types of equipment. Psychrometric process and application. Heat sources and methods of heat transfer. Introduction to estimating and calculations for heating and cooling. (240 CH)

VRA 2118 Heating and Cooling

8 SH

(Prerequisite: VRA 1158) Load calculations for residential and light commercial. Air distribution and duct design, duct sizing, selection of grilles and registers, types of fans, air velocity and fan performance. Introduction to air testing instrument. (240 CH)

VRA 2128 Residential and Commercial Equipment

8 SH

(Prerequisite: VRA 2118) Window units, central systems, radiant heating, cooling touch, humidifiers, filters, self continued and built-up systems. (240 CH)

VRA 2138 Installing Residential and Small Commercial Equipment

8 SH

(Prerequisite: VRA 2128) Room air conditioners, self-contained water-cooled and air-cooled units, air-cooled condensers, electric wiring, cooling towers, and controls. (240 CH)

VRA 2148 Automotive Air Conditioning

8 SH

(Prerequisite: VRA 2138) Replacing of compressors, process for cleaning condensers, soldering principles and procedures, shop safety, and auto air conditioning systems. (240 CH)

Respiratory Therapy Technology

Program Description: The Respiratory Therapy Technology program has been designed to equip a graduate for successful employment opportunities in the field of Respiratory Therapy. It has received National Accreditation from the Joint Review Committee for Respiratory Therapy Education and the American Medical Association. This accreditation allows a graduate to sit for the National Certification Examination for Respiratory Therapy. The program as outlined will require five eight-week blocks followed in prerequisite fashion for successful completion, or be challenged and passed by successful completion of examinations before continuing to completion in the program. The five eight-week blocks are offered only once each school year, and begin in August of that year and continue until July of the following year.

Admission Requirements: Applicants must complete the following:

- 1. High School graduate or equivalent, 2. Physical examination,
- 3. Personal interview with the Program Director or Clinical Coordinator,
- 4. GATB examination, 5. TABE examination, 6. ACT examination (preferred).

Length: 2 Semesters and 1 Summer Session; 1520 CH; 40 SH

VRT 1118 Respiratory Therapy Technology I

8 SH

(Prerequisite: Approval of the Respiratory Therapy Technology Admissions Committee) This course is designed to give the student the basic background necessary in math, chemistry, physics and drug therapy calculations used by the respiratory therapy technician. The student will begin indoctrination in gas therapy, humidity and aerosol therapy, cleaning and sterilization of respiratory therapy equipment, and be acquainted with the ethical and legal aspects of medicine. (290 CH)

VRT 1128 Respiratory Therapy Technology II

8 SH

(Prerequisite: VRT 1118) Basic knowledge necessary in all body systems, with special emphasis on the nervous, circulatory, respiratory, and urinary systems. The student will learn the various general classifications of microorganisms involved with respiratory tract infections and the various methods employed for cleaning and sterilizing respiratory therapy equipment. There will also be extensive hands-on experience with various types of respiratory therapy equipment while in the laboratory setting. (270 CH)

VRT 1138 Clinical Experience I

8 SH

(Prerequisite: VRT 1128) Instruction in the pathophysiology of cardiopulmonary diseases and involvement in terminology and metric system studies. Initial instruction in those drugs typically used in routine aerosol and I.P.P.B. therapy. The student will be taught cardiopulmonary resuscitation, chest physiotherapy, postural drainage, breathing exercises, and basic electrocardiography under the direction of the clinical coordinator or one of the clinical instructors at the affiliating hospital. (320 CH)

VRT 1148 Clinical Experience II

8 SH

(Prerequisite: VRT 1138) Direct participation of the program medical director and other participating physicians concerning various disease states and diagnostic procedures. Chart and laboratory study with interpretation of these. Discussion of general pharmacology necessary for the student to function in the routine and critical care areas. Instruction in the treatment and management of critically ill patients, both adult and neonate, as related to ventilator care. (320 CH)

VRT 1158 Clinical Experience III

8 SH

(Prerequisite: VRT 1148) Students will prepare case studies and deliver them before the other students and the medical director for discussion as to the proper respiratory therapy procedures and techniques performed. The students will perform all routine and critical care procedures previously taught to them while under the supervision of the clinical coordinator or clinical instructor while in the hospital. (320 CH)

Surgical Technology

Program Description: This program prepares qualified men and women through classroom

instruction, laboratory practice and clinical experience to assist in all phases of patient care in the Surgical Suite. Graduates of the program are eligible to take the National Certifying Examination and become Certified Surgical Technologists.

Admission Requirements: Each applicant shall have a completed application in the Admissions and Records Office by July 15. This application consists of:

- 1. Hinds Junior College application package
- 2. High school transcript or GED equivalent
- 2. Physical examination and current Tetanus Toxoid Booster
- 4. Acceptable scores on GATB administered by Employment Office
- 5. Minimum score of 9 on TABE test administered by Hinds Junior College

All applicants having a completed file will be notified to come for an interview with the Admissions Committee. Selection of applicants by the Admissions Committee will be made the first week in August. Classes begin in the fall semester.

Length: 2 Semesters plus 1 Summer Session; 1344 CH; 40 SH

VST 1118 Surgical Technology I

8 SH

(Prerequisite: Approval of the Surgical Technology Admissions Committee) Basic introductory course including hospital and Surgery Suite organization, environment, history, legal responsibilities, terminology, psychology related to adjustment in the Operating Room, surgical microbiology, surgical anatomy, and a comprehensive study of aseptic technique, safe patient care and surgical techniques and procedures. Classroom instruction and laboratory practice are utilized. (240 CH)

VST 1128 Surgical Technology II

8 SH

(Prerequisite: VST 1118) This course is a continuation of Surgical Technology I with the addition of principles and techniques of anesthesia. The student will observe and participate in clinical experience as a member of the unsterile team in the Surgical Suites of affiliating hospitals. (240 CH)

VST 1138 Surgical Technology III

8 SH

(Prerequisite: VST 1128) Clinical experience participation in surgical procedures as a member of the sterile and unsterile teams in the Surgery Suites. Basic nursing principles and practices in the Recovery Room and Labor and Delivery with clinical experience in these areas. Drugs and solutions used in surgery and the systems and methods of measurement. Classroom instruction in surgical procedures including regional anatomy, pathology, instrumentation and techniques in all surgical specialities. (288 CH)

VST 1148 Surgical Technology IV

8 SH

(Prerequisite: VST 1138) Continuation of Surgical Technology III. (288 CH)

VST 1158 Surgical Technology V

8 SH

(Prerequisite: VST 1148) Continuation of Surgical Technology IV. Clinical experience emphasizing capability of independent functioning with minimal supervision. Successful completion of comprehensive examination. Techniques of applying and interviewing for a job. (288 CH)

Unit Service (Ward) Clerk

Program Description: The Unit Service (Ward) Clerk Program is intended to prepare persons to perform non-nursing management functions in hospital nursing units under the direct supervision of the head nurse. Some of the functions are management of safe environment, equipment, and supplies; coordinating activities of the nursing unit with those of other departments; assisting with records and reports and performing as receptionist.

Length: 6 weeks; 240 CH; 6 SH

VWC 1116 Ward Clerk

(Prerequisite: Approval of Unit Service (Ward) Clerk Admissions Committee) Provides classroom and clinical learning experiences concerned with emergencies, clerical responsibilities, patient's charts and charting responsibilities. medical terminology, transcription of orders, and medication orders. (240 CH)

Welding

Program Description: This course is designed to enable the students to acquire the basic skills, the technical knowledge and the related information necessary for employment in the field of welding. Training includes numerous hours of instruction and practice with acetylene, inert gas and arc welding. The many different metals and pipes, as well as welding position — horizontal, overhead and vertical — are important phases of the course.

Length: 2 Semesters; 960 CH; 32 SH

VWL 1118 Introduction to Welding

8 SH

6 SH

(Prerequisite: None) Safe use of welding equipment, oxygen-acetylene welding and cutting, basic welding theory, electrode selection and arc welding in the flat and horizontal position. (240 CH)

VWL 1128 Basic Welding Practices

8 SH

(Prerequisite: VWL 1118) Arc welding in the vertical and overhead positions with various electrodes, blueprint reading for welders, use of shop drawings and related shop math. (240 CH)

VWL 1138 Intermediate Welding Practices

8 SH

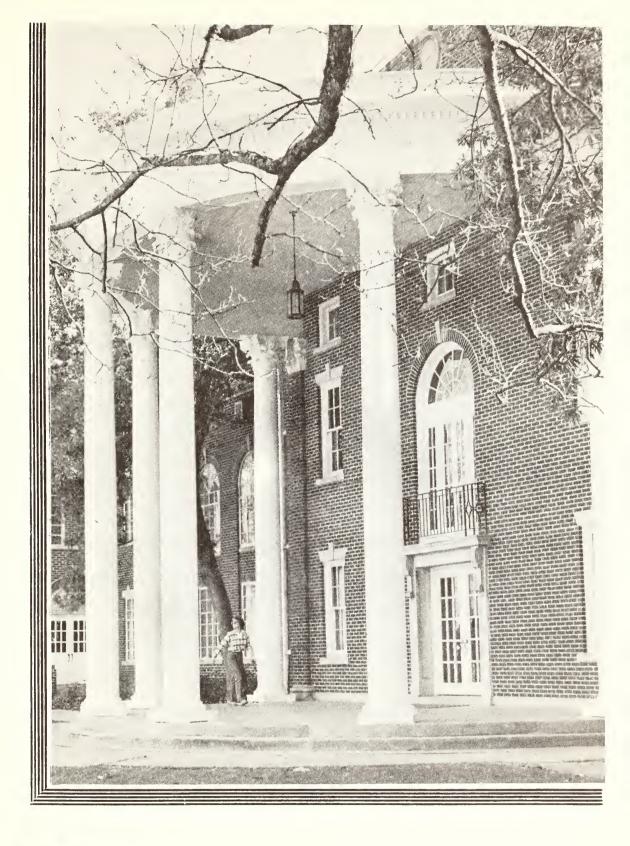
(Prerequisite: VWL 1128) Gas tungsten arc welding (TIG), metal inert gas welding (MIG), structural blueprint reading. (240 CH)

VWL 1148 Advanced Welding Practices

8 SH

(Prerequisite: VWL 1138) Practical performance of all arc welding processes; i.e. metal shielded arc welding (TIG and MIG), physical testing and shop drawing layout. (240 CH)







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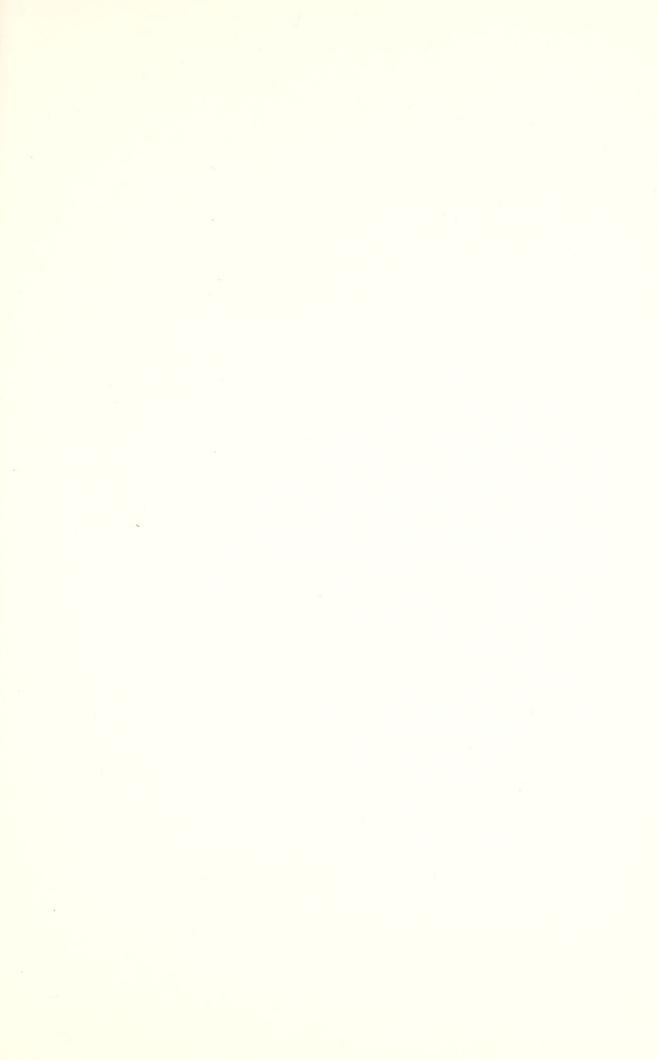
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